



ERNEST ORLANDO LAWRENCE  
BERKELEY NATIONAL LABORATORY

CONTRACT No. DE AC02-05CH11231

# **LAWRENCE BERKELEY NATIONAL LABORATORY**

## **2009 AFFIRMATIVE ACTION PLAN**

**OCTOBER 1<sup>ST</sup> 2008 to SEPTEMBER 30<sup>TH</sup> 2009**

# Lawrence Berkeley National Laboratory 2009 Affirmative Action Program

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# Affirmative Action Program

## Section 1

## Introduction

### LABORATORY

Ernest Orlando Lawrence Berkeley National Laboratory is managed under Contract No. DE-AC02-05CH11231 for the U.S. Department of Energy (DOE) by the University of California. As a federal government contractor, the Laboratory is subject to executive orders and regulations pertaining to equal employment opportunity and affirmative action.

### MISSION AND OVERVIEW

Founded in 1931, Lawrence Berkeley National Laboratory (LBNL) has been a driving force behind serious investigations into particle physics and the nature of matter and energy in the universe. Since its inception as the birthplace of accelerator-based physics and nuclear medicine, LBNL has evolved into a multidisciplinary research facility that has a mission focus of: understanding and advancing physical, chemical, biological, and earth systems for sustainable energy and environmental solutions; conducting ultrafast science to engineer systems at quantum, atomic, and molecular scales, understanding and fabricating nanostructured materials and devices; advancing physics and cosmology, conducting computational science of scale, and developing new scientific approaches to the science and engineering of complex biosystems. As a national laboratory with global impact, LBNL leadership continues to strengthen the culture that created LBNL and sustain DOE world science leadership.

LBNL provides critical national research infrastructure for university, industry, and government researchers. Major facilities include: the Advanced Light Source, a world center for ultraviolet and soft x-ray synchrotron-based science; the Molecular Foundry, a nanoscale science user facility; the National Center for Electron Microscopy for materials science; the DOE Joint Genome Institute and the Joint BioEnergy Institute for biology; the 88-Inch Cyclotron for nuclear science; the National Energy Research Scientific Computing Center (NERSC), with high-performance computing capabilities for complex scientific applications; and the Energy Sciences Network (ESnet), the SC data and connectivity backbone. With one-third of its scientific staff jointly affiliated with university campuses, LBNL delivers a highly distinguished science and engineering workforce for the nation's future. Founder Ernest Lawrence was the Laboratory's first Nobel Laureate and following that tradition, eleven Nobel Laureates worked or are working at the Laboratory and many more have had significant research associations. In addition, 84 memberships of the National Academies of Science, Engineering, and Medicine are affiliated with the Laboratory.

# Affirmative Action Program

## Section 1

## Introduction

### LABORATORY FOCUS AND VISION

Six core competencies underpin activities at Lawrence Berkeley National Laboratory:

- Sustainable energy science and technology, including supply, energy storage, and efficiency
- Soft x-ray and ultrafast science, photon and particle beams including national user facilities
- Nanoscience, materials synthesis, and characterization
- Multidisciplinary and integrated biological and environmental science, including climate change
- Computational science, applied mathematics, and electrical and mechanical engineering
- Advanced detector systems for astrophysics, high energy physics, and nuclear science

The Office of Science believes that these six competencies will enable LBNL to deliver its mission focus, and to pursue its vision for scientific excellence and pre-eminence in the areas of:

- Electron dynamics, nanoscience, and physics and chemistry for energy and science;
- Energy science and technology, including carbon-neutral fuels from solar energy conversion;
- Genomics and bioscience for understanding the complexity of living systems for energy solutions, understanding health effects of energy, and the prevention of disease;
- Particle-, nuclear-, and astrophysics to understand matter and energy in the universe;
- Earth systems research to develop energy resources, predict climate change, sequester carbon, optimize the nuclear fuel cycle and waste storage, and remediate environmental damage; and
- Mathematics, computer science, and large-scale computational science programs.

# Affirmative Action Program

## Section 1

## Introduction

### BUSINESS LINES

The following capabilities, aligned by business lines, distinguish LBNL and provide a basis for effective teaming and partnering with other DOE laboratories, universities, and private sector partners. These business lines and the distinguishing capabilities provide an additional window into the mission focus and unique contributions and strengths of LBNL and its role within the Office of Science laboratory complex.

- Understanding Energy and Materials through Electron Dynamics
  - VUV, soft and intermediate x-ray probes for science and technology;
  - Ultrafast science; electron dynamics and reaction dynamics, photoionization, and other atomic, molecular, and optical phenomena; advanced catalytic, electronic, and superconducting structural and optical materials;
  - *Advanced Light Source, Molecular Foundry, National Center for Electron Microscopy, Ultrafast X-ray Science Laboratory (UXSL).*
- Science and Technology for a Globally Sustainable Energy Future
  - Novel chemical synthesis processes; electrochemistry; cell, molecular, systems, and synthetic biology;
  - Systems biology, biogeochemistry and environmental remediation;
  - Climate change, Earth and eco- systems modeling; carbon sequestration, nuclear waste isolation;
  - Efficient commercial building system designs, electricity reliability, advanced batteries;
  - *DOE Joint Genome Institute, Joint BioEnergy Institute, Solar Energy Research Center*

# Affirmative Action Program

## Section 2

### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

#### EEO/AA POLICY STATEMENT

The Lawrence Berkeley National Laboratory is an equal opportunity/affirmative action employer. The Laboratory bases its employment decisions on objective standards in the furtherance of equal employment opportunity.

The Berkeley National Laboratory's Nondiscrimination and Affirmative Action policy statement is included in Section 4, Internal and External Dissemination of Policy.

The Laboratory policy on Nondiscrimination prohibits discrimination against or harassment of any persons employed by or seeking employment with the Laboratory on the basis of race, color, national origin, religion, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).<sup>2</sup> This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

Laboratory policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliations include threats, intimidation, reprisals, and/or adverse actions related to employment.

<sup>1</sup> Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>2</sup> Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

# Affirmative Action Program

## Section 2

## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

### EEO/AA POLICY STATEMENT (CONTINUED)

The Laboratory also undertakes affirmative action to assure equal employment opportunity for women and minorities, for individuals with disabilities, and covered veterans.<sup>3</sup>

In developing affirmative action programs, the Laboratory follows the objectives of the University of California, which are:

- To ensure that members of groups who in the past may have been victims of employment discrimination are given equal opportunity to compete for jobs and to have their qualifications assessed fairly; and
- To achieve a diversified work force at all levels.

The Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Department of Labor is responsible for enforcing the equal employment opportunity mandate of Executive Order 11246, as amended. Guidelines for the development and implementation of affirmative action programs are set forth in the OFCCP's 41 CFR, Part 60-2. The OFCCP may review the Laboratory's Affirmative Action Program (AAP) and assess the Laboratory's compliance.

<sup>3</sup> Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

# Affirmative Action Program

Section 3	Responsibility for Implementation

<b>THE LABORATORY DIRECTOR</b>	<p>The Laboratory Director of the Ernest Orlando Lawrence Berkeley National Laboratory has the overall responsibility for implementation of the Equal Employment Opportunity/Affirmative Action policy (EEO/AA) that encompasses the entire Laboratory.</p> <p>The Laboratory Director issues under his signature the Equal Employment Opportunity/Affirmative Action Policy Statement that is disseminated to all employees and that is reflected in the hiring procedures and policies section of the <i>Regulations &amp; Procedures Manual</i>. This Policy Statement makes it clear that implementation of the EEO/AA program is a shared management responsibility. The Director informs the Division Directors that their equal employment opportunity/affirmative action efforts and results will be considered in their yearly performance reviews.</p>
<b>DEPUTY DIRECTOR AND ASSOCIATE LABORATORY DIRECTORS</b>	<p>The Deputy Director is responsible for scientific policy, program development, and major new Laboratory initiatives. The Associate Laboratory Director is At-Large and provides guidance on Lab-wide issues, strategic direction, and educational needs. All are responsible for following and ensuring the implementation of all Laboratory policies including non-discrimination and affirmative action policies.</p>
<b>DIVISION DIRECTORS</b>	<p>The Division Directors have overall responsibility for implementing EEO/AA policies within their Divisions. These responsibilities include the following:</p> <ul style="list-style-type: none"> <li>• Apprising department/section/unit heads, supervisors, and employees of the Berkeley Lab's policies and ascertaining that these policies are being followed.</li> <li>• Collaborating with the Equal Employment Opportunity/Affirmative Action Manager in monitoring progress in meeting hiring goals and conducting action-oriented programs to address problem areas.</li> <li>• Informing supervisors and managers that their equal employment opportunity/affirmative action efforts and results will be considered in their yearly performance review.</li> <li>• Assisting with the identification of problem areas and initiating and revising divisional, departmental, and unit goals and objectives.</li> <li>• Holding meetings with the Division's department/section/unit heads to review the effectiveness of activities directed toward accomplishing affirmative action goals and objectives.</li> </ul>

# Affirmative Action Program

Section 3	Responsibility for Implementation

<b>DIVISION DIRECTORS (CONTINUED)</b>	<ul style="list-style-type: none"> <li>• Supporting the Human Resources Department in developing recruitment strategies for attracting women and minorities, individuals with a disability and covered veterans.</li> <li>• In conjunction with the Human Resources Department, ensuring that training programs, where appropriate, are made available to Division employees.</li> <li>• Periodically reviewing the qualifications of Division employees to ensure that all employees including women and minorities are given full opportunity for transfer and promotion.</li> <li>• In conjunction with the Human Resources Department, utilizing existing techniques for the informal resolution of employee complaints related to issues concerning EEO/AA.</li> <li>• Ensuring that each Division is in compliance with regard to the proper display of posters, non-segregation of facilities, and participation by employees who are women and minorities, individuals with a disability, and covered veterans in all Laboratory-sponsored educational, training, recreational, and social activities, as appropriate.</li> </ul>
<b>MANAGERS/SUPERVISORS</b>	<p>Managers and supervisors have front line responsibility for implementing EEO/AA policies throughout the Laboratory. They are required to participate in activities that improve their ability to manage a diverse work force and to understand workplace implications of EEO regulations. The duties of the department managers/supervisors include:</p> <ol style="list-style-type: none"> <li>a) Assisting the EEO/AA Manager in the identification of problem areas and in the establishment of department goals and objectives.</li> <li>b) Being actively involved with local Laboratory programs in support of minority organizations, women's organizations, community action groups and community service programs.</li> <li>c) Participate in periodic audits of training programs, hiring and promotion patterns to isolate impediments to the attainment of goals and objectives.</li> <li>d) Meeting with employees to be certain the Laboratory's policies are being followed.</li> </ol>



# Affirmative Action Program

Section 3	Responsibility for Implementation

<b>MANAGERS/SUPERVISORS (CONTINUED)</b>	<p>e) Reviewing the qualification of employees to ensure that all employees, including minorities and women are given full opportunities for transfers and promotions.</p> <p>f) Preventing harassment of employees placed through affirmative action efforts.</p>
<b>HUMAN RESOURCES HEAD AND STAFF</b>	<p>The Human Resources Head and staff are responsible for implementing the full range of Laboratory policies and procedures aimed at ensuring equal employment opportunity and affirmative action at the Berkeley Lab.</p> <ul style="list-style-type: none"> <li>• Developing recruitment plans with the goal of increasing representation of underutilized groups in qualified applicant pools.</li> <li>• Monitoring the recruitment process to ensure that a suitable search is conducted.</li> <li>• Gathering and maintaining records/data on human resources actions.</li> <li>• Helping management meet its hiring goals through working closely with minorities and women's recruiting sources, State employment offices, and rehabilitation and service centers.</li> <li>• Providing calendars of recruitment and outreach events and assisting in the planning and coordination of those activities.</li> <li>• Advising all recruitment sources of the Laboratory's Equal Employment Opportunity/Affirmative Action policy.</li> <li>• Placing recruitment advertisements in publications likely to be read by greater numbers of qualified applicants including women, minorities, individuals with a disability and covered veterans.</li> <li>• Administering training and development programs.</li> <li>• Providing information to new employees on the Laboratory's EEO/AA program and its objectives.</li> <li>• May review the job requisitions used by the Laboratory to ensure that they reflect actual job requirements.</li> <li>• Monitoring applications, interviews, offers of employment, wage commitments, and any other terms and conditions of employment for consistency with Laboratory policy.</li> </ul>

# Affirmative Action Program

## Section 3

## Responsibility for Implementation

### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE MANAGER

In this capacity, the Equal Employment Opportunity/Affirmative Action Manager and designated staff members are responsible for the Laboratory-wide administration and coordination of the Affirmative Action Program, advising appropriate parties to ensure progress toward affirmative action goals, and for establishing procedures for review and revision of current employment practices to assure conformity with the Equal Employment Opportunity/Affirmative Action Policy statement.

The Equal Employment Opportunity/Affirmative Action Manager (EEO/AA Manager) is responsible for auditing and implementing the Laboratory's Affirmative Action Program. All internal and external communications regarding the Laboratory's affirmative action program are developed by the EEO/AA Manager and other personnel. The duties of the EEO/AA Manager include the following:

- Developing policy statements, affirmative action programs and internal and external communication techniques.
- Helping to identify problem areas and monitoring goal achievement through meetings with the Laboratory Director, the Deputy Director, the EEO/AA Manager, Associate Laboratory Directors, Division Directors, and the Human Resources Management team.
- Assisting Division management in developing, implementing, and maintaining the Laboratory's Affirmative Action Program, and providing technical assistance to the Laboratory Director, the Deputy Director, Associate Laboratory Directors, Division Directors, and Department and Section Heads to these ends.
- Designing and implementing auditing and reporting systems that:
  1. Measure the effectiveness of the Laboratory EEO programs.
  2. Indicate any need for remedial action.
  3. Determine the degree to which the Laboratory's goals and objectives are being attained.
- Serving as liaison between the Laboratory and enforcement agencies.

# Affirmative Action Program

Section 3	Responsibility for Implementation

<p><b>EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE MANAGER (CONTINUED)</b></p>	<ul style="list-style-type: none"> <li>• Clarifying the spirit and intent of EEO/AA laws and regulations and keeping management advised on the latest developments in all areas of equal employment opportunity and affirmative action.</li> <li>• Keeping management informed of the latest development in the equal opportunity area.</li> <li>• Meeting with department supervisors to make certain that the Laboratory's EEO/AA policies are being followed.</li> <li>• Informing all supervisors that their individual work performance has direct impact on the Laboratory's equal employment opportunity efforts and results.</li> <li>• Maintaining oversight responsibilities for reviewing the progress, quality, and integrity of the development of the Affirmative Action Program.</li> <li>• Serving as liaison between the Laboratory and organizations concerned with employment opportunities for women and minorities, individuals with a disability and covered veterans.</li> <li>• Assisting the Human Resources Department and the Laboratory Divisions in the outreach recruitment of women and minorities, individuals with a disability and covered veterans.</li> <li>• Continuing to bear primary responsibility for community relations and liaison with local and national organizations concerned with the employment of women and minorities as well as those persons protected by law from discrimination based on religion, national origin, age, physical or mental disability, covered veteran status, marital status, sexual orientation, medical condition (cancer-related), citizenship, or ancestry and gender identity.</li> </ul>
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# Affirmative Action Program

## SECTION 4

## Internal and External Dissemination of EEO/AA Policy

<b>OVERVIEW</b>	The Laboratory disseminates its equal employment opportunity and affirmative action (EEO/AA) policies both internally and externally through the following practices:
<b>DIRECTOR'S EEO/AA STATEMENT</b>	To ensure that all Laboratory employees and managers are familiar with the Laboratory's policy on equal employment opportunity and affirmative action, the Laboratory distributes an annual policy statement confirming his personal commitment as well as the organizational commitment. The 2009 Statement is on page 4-3 of this section. The policy on sexual harassment is on page 4-4, also in this section.
<b>INTERNAL DISSEMINATION OF EEO/AA POLICY</b>	
<b>INTERNAL LABORATORY BRIEFINGS</b>	The Equal Employment Opportunity Office disseminates the Laboratory's Affirmative Action Program to the Director, the Deputy Directors, the Associate Laboratory Director, each Division Director, the Human Resources Department, and the Laboratory's libraries. The Equal Employment Opportunity/Affirmative Action Manager provides information about the Laboratory's progress in meeting goals through annual briefings with management and the Best Practices Diversity Council.
<b>PUBLICATIONS WITHIN THE LABORATORY</b>	<p>The Laboratory emphasizes its commitment to affirmative action through news stories and announcements that identify and describe the accomplishments and contributions of minority and female employees in <i>Today At Berkeley Lab</i>, which is distributed to all employees. The Laboratory will picture both minority and non-minority men and women in publications in which employees are featured.</p> <p>The <i>Regulations and Procedures Manual</i>, which is distributed throughout the Laboratory via the intranet, includes a summary statement of the Laboratory's Affirmative Action policy in Section 2.01A. The Laboratory's Affirmative Action Program is a promulgation of Laboratory policy.</p>
<b>POSTERS</b>	Laboratory bulletin boards include Federal and State EEO posters.
<b>NEW EMPLOYEE ORIENTATION</b>	During a formal orientation program, the Laboratory's diversity and equal employment opportunity policies are reviewed.

# Affirmative Action Program

## SECTION 4

## Internal and External Dissemination of EEO/AA Policy

<b>POSITION POSTING</b>	Vacancies are posted for a minimum of two weeks and are available electronically on the Internet at <a href="http://cjo.lbl.gov/">http://cjo.lbl.gov/</a> . The CJO includes the equal employment opportunity/affirmative action statement.
<b>TRAINING</b>	The Laboratory offers a variety of training courses which includes information on legal requirements and policies related to equal employment opportunity and affirmative action.
<b>UNION OFFICIALS AND AGREEMENTS</b>	The Laboratory includes and publishes nondiscrimination clauses in all union agreements, and reviews all contractual provisions to ensure they are nondiscriminatory.
<b>EMPLOYEE AWARENESS</b>	The Laboratory will make current employees aware of the existence of the Laboratory's affirmative action program and the benefits available.
<b>PROSPECTIVE EMPLOYEES</b>	The Laboratory will inform prospective employees of the existence of the Laboratory's affirmative action program and benefits, if any, which may be available to them under the programs.
<b>EXTERNAL DISSEMINATION OF EEO/AA POLICY</b>	
<b>DECLARATION OF LABORATORY POLICY FOR RECRUITMENT</b>	The Human Resources Department communicates the Berkeley Lab's EEO/AA policy to its recruiting sources. The Laboratory includes its equal employment opportunity/affirmative action employer statement in recruitment materials, including application forms, brochures, newspaper advertisements, and recruitment flyers. The <i>Current Job Opportunities (CJO)</i> contains the equal employment opportunity/affirmative action employer statement. The CJO is provided to local and national organizations, professional and state agencies, and colleges and universities. In addition, the CJO is available electronically through the Internet and is accessed by thousands of users worldwide.

# Affirmative Action Program

## SECTION 4

## Internal and External Dissemination of EEO/AA Policy



ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

### POLICY AND PROCEDURE REMINDER

**POLICY AND PROCEDURE MEMO Vol. XXXIII, No. 6**

**DATE: 5/15/09**

**POST PAPER COPY? No**

**DISTRIBUTION: [TODAY AT BERKELEY LAB](#)**

**SUBJECT: NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY STATEMENT REMINDER**

The Lawrence Berkeley National Laboratory prohibits discrimination against or harassment of any person employed or seeking employment with the Laboratory on the basis of race, color, national origin, religion, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).<sup>2</sup>

Laboratory policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint or discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The Lawrence Berkeley National Laboratory is an affirmative action/equal opportunity employer. The Laboratory undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans.<sup>3</sup>

The Laboratory policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the Laboratory's equal employment opportunity policies may be directed to the Laboratory's EEO/AA Manager, Kamala Green at x7635 or email [KGreen@lbl.gov](mailto:KGreen@lbl.gov). Go to [RPM Section 2.01\(B\)](#).

<sup>1</sup> Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>2</sup> Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

<sup>3</sup> Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

# Affirmative Action Program

## SECTION 4

## Internal and External Dissemination of EEO/AA Policy



Ernest Orlando Lawrence Berkeley National Laboratory

### POLICY AND PROCEDURE MEMO

### SEXUAL HARASSMENT & COMPLAINT PROCEDURE

Policy and Procedure Memo Vol. XXXIII, No. 5

Date: 3/27/08

Post Paper Copy? No

Distribution: Today at Berkeley Lab

Posted on Behalf of: David McGraw

Full Subject: Reminder on Sexual Harassment Policy

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The University of California's policy and procedures concerning sexual harassment apply to Berkeley Lab and are part of RPM §§[2.01\(A\)\(2\)](#) and [2.05\(E\)](#). Additional information on reporting sexual harassment may be found here. [UC Policy](#)

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### INTRODUCTION

The Laboratory has developed and implemented the following action oriented programs, both Laboratory wide and at the organizational/unit level, in such a way that their proper execution will result in either an increase in the minority group/female representation in the group and/or organizational units identified as underutilized if vacancies occur, or document our good faith efforts to do so. This section addresses programs planned for the 2009 fiscal year as a result of the review and analysis reflected in this plan.

Proper management and monitoring of personnel actions including recruitment, selection, promotion, transfer, merit pay increase, training and termination are crucial to the success of the Laboratory EEO/AA programs. The Laboratory observes and practices guidelines in the following areas, which are being reviewed periodically.

### RECRUITMENT POLICY

The Laboratory will recruit from within and outside its workforce to obtain qualified applicants. Every good-faith effort is made to inform and recruit qualified applicants in conformance with the objectives as set forth by the Laboratory Affirmative Action Compliance Plan. The duties and responsibilities of the vacant position and the qualifications necessary to perform those duties and responsibilities are identified before recruitment begins.

It is the goal of the Laboratory to maximize the opportunity for the promotion of qualified career employees to positions either in their current division or elsewhere in the Laboratory and to encourage career employees to apply for open positions that would further their career development. It is important that each supervisor emphasize the right of the employee to apply for promotion opportunities; however, the employee is responsible for doing so.

### RESPONSIBILITIES

Under the general direction of the Head of the Human Resources Department, the Recruitment unit has responsibility for development and implementation of recruitment programs.

The Equal Employment Opportunity/Affirmative Action Manager reviews, monitors, and evaluates the effectiveness of recruitment programs in meeting affirmative action objectives and consults and advises on methods for meeting those objectives.

Division Directors and Operations Department Heads or designee (hereinafter "hiring manager"), in conjunction with the Human Resources Center (HR Center), define the duties and qualifications of the vacant position. In conjunction with the HR Center, the Recruitment unit of Human Resources will advise and assist hiring managers in determining the most effective recruitment plan for the vacant position.



# Affirmative Action Program

## Section 5

## Action Oriented Programs

### RECRUITMENT EXCEPTIONS

Recruitment is not required when a position is to be filled by:

- demotion or lateral transfer of an employee within the same division or department;
- reassignment of an incumbent employee without a change in general job duties, responsibilities, or classification within the same division or department;
- lateral transfer of incumbent employees to another division or department as a result of a reorganization including the transfer of the budgetary provisions for the employees;
- recall or preferential rehire of a career employee who has been laid off or received formal notice of layoff;
- transfer of a career employee in accordance with [RPM 2.21\(B\)\(1\) \(Reduction in Force/Policy\)](#) in order to avoid a layoff;
- transfer or re-employment of an employee in accordance with RPM [Paragraph \(B\)\(4\) \(Reasonable Accommodation\)](#), [§2.21\(E\) \(Medical Separation\)](#), [§2.12\(F\) \(Pregnancy Disability Leave\)](#), or [§2.13 \(Family Care and Medical Leave\)](#);
- appointment of a qualified employee who has become disabled;
- an employee whose responsibilities or title have changed as a result of a reorganization or reassignment of functions among positions within the same organizational unit;
- appointment of an individual into a limited, student assistant, Graduate Student Research Assistant (GSRA), faculty, visiting faculty, visiting researcher or rehired retiree position;
- an employee who is competitively selected for a University-sponsored internship program, and upon completion of the internship and with the approval of the hiring manager, is appointed to a vacant position for which he or she meets the minimum qualifications.

Recruitment may be limited to Laboratory employees if the qualified applicant pool is diverse enough to allow the hiring supervisor a meaningful choice in obtaining the essential job-related skills, knowledge, abilities, and other qualifications, including meeting affirmative action objectives.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

<p><b>RECRUITMENT EXCEPTIONS (CONTINUED)</b></p>	<p>Recruitment may be limited to qualified applicants in the Laboratory's resume database if the position is re-opened within six months of the original posting and the qualified applicant pool is diverse enough to allow the hiring supervisor a meaningful choice in obtaining the essential job-related skills, knowledge, abilities, and other qualifications, including meeting affirmative action objectives.</p> <p>Individual exceptions to the recruitment requirement may be approved by the Head of the Human Resources Department through the waiver of recruitment process.</p> <p>Job vacancies must be posted for a minimum of two weeks. However, recruitment strategies must allow sufficient time to establish a qualified and diverse applicant pool.</p> <p>In order to verify information about a qualified applicant's qualifications, current or former supervisors who can provide relevant information must be contacted. If the qualified applicant is a Laboratory employee, the selecting supervisor must obtain a written assessment or a current performance evaluation from the current supervisor and submit it with the recommendation for hire to the division director for approval.</p>
<p><b>TRAVEL EXPENSES OF INTERVIEWEES</b></p>	<p>Travel by non-Laboratory personnel must be approved in advance. When such travel is approved, these travelers are eligible for reimbursement of transportation, subsistence, and miscellaneous expenses in accordance with this policy. In general, this approval is granted only in cases involving supervisory, professional, or technical personnel not readily available in the local labor market. (See also RPM 11.08 Travel Policy, N. Non-Laboratory Personnel, Interviewees.)</p>
<p><b>JOB REQUISITIONS</b></p>	<p>Action to recruit personnel should be initiated by the hiring manager. The hiring manager partners with HR Center staff to ensure the appropriate approvals are obtained and the position is entered into HRIS. The hiring manager must ensure the requirements listed on the requisition include the skills, knowledge, and abilities required to perform the duties of the particular position.</p>

# Affirmative Action Program

## Section 5

## Action Oriented Programs

<p><b>SCOPE OF RECRUITMENT</b></p>	<p>The Human Resources Department, in consultation with the hiring manager, will develop an appropriate recruitment strategy, i.e., suitable search, designated to obtain a diversified pool of qualified candidates and to maintain an efficient recruitment process. This strategy must include recruitment in appropriate labor markets, advertising media, and organizational contacts, both internal and external. The recruitment strategy must allow as much time as possible to establish a diversified qualified applicant pool to meet affirmative action objectives.</p> <p>The EEO/AA Office and the Human Resources Department will furnish available information on divisional affirmative action recruitment goals to the hiring department. The Human Resources Department is researching other small business alternatives to the current advertising agency vendor for the purpose of cost effectiveness and service enhancement.</p>
<p><b>REFERRAL OF APPLICATIONS</b></p> <p><b>REFERRAL OF QUALIFIED APPLICANTS FOR VACANT POSITIONS</b></p>	<p>HR staff utilizes a qualified applicant tracking system database to identify qualified applicants for each Laboratory-posted position. The HR staff member sends resumes via the system to the hiring manager for review.</p> <p>The Recruiter first refers any person on preferential recall or rehire status or any career employee scheduled for layoff that is qualified for the vacant position and wishes to be considered. If no person on preferential recall or rehire status or no career employee scheduled for layoff is selected, qualified applicants from inside and outside the Laboratory will also be considered for referral.</p> <p>For the initial two-week period of a Laboratory-posted position, only Laboratory clerical and allied services bargaining unit employees will be considered. Unit employees who wish to take advantage of this two-week period must identify themselves as being a CUE employee when applying online.</p> <p>The HR staff member and/or the hiring manager determines those qualified applicants whose qualifications are most appropriate for the particular position. HR will make every reasonable effort to establish a diverse qualified applicant pool from which a selection can be made.</p> <p>A detailed recruitment plan is developed by HR for new positions, and includes underutilization data, as well as sources of diverse candidates to address the underutilization needs of the position within the department.</p>

# Affirmative Action Program

## Section 5

## Action Oriented Programs

<b>INTERVIEWING CANDIDATES</b>	Interviews between candidates and the hiring Division or Department are arranged by the hiring Division or Department. The Human Resources Department may furnish available information on each candidate.
<b>DOCUMENTATION</b>	Upon selection of a final candidate, the hiring manager completes a hire recommendation including a list of interviewees and specific justification for hire or non-hire. This is documentation of pertinent information regarding the selection process. A selection log is generated through HRIS once the hire is completed. The HR Department keeps specific records of selection procedures and decisions.
<b>GOOD FAITH EFFORTS</b>	The Recruitment function is decentralized into HR Centers. This ensures the function is client-based, with each Recruiter assigned to multiple divisions. The aim is to establish close working relationships with one set of clients and to become fully knowledgeable about client operations and staffing needs in addition to supporting the Lab's recruitment and outreach efforts to attain a diverse and qualified applicant pool.
<b>THE LABORATORY-WIDE RECRUITMENT FUNCTION</b>	<p>The Laboratory's Senior Management is charged with the responsibility for developing their respective Division Diversity Action Plan. Each plan includes recruitment and outreach components to address both immediate and long-term workforce needs. For FY2009 the HR Department continues to review recruitment processes to ensure consistency of application across the Divisions. It is required of all qualified applicants to apply on-line. This ensures accurate ethnicity and gender data. HR staff has the ability to determine if qualified applicant pools are diverse.</p> <p>In FY2007 HR worked with a job board vendor to utilize more sophisticated tracking technology in order to improve the accuracy of our qualified applicant source data. As a result, qualified applicant source statistics are more reliable and reflect recruiting and outreach efforts. The statistics are also evaluated when determining appropriate and effective recruitment strategies for future open positions.</p> <p>In addition to evaluating the efficacy of various recruitment sources, HR Recruiters utilize ZoomInfo PowerSearch, which offers the ability to search a large Web-based directory of people and company information. This tool enables Recruiters to proactively search for top talent for hard-to-fill positions. The Recruiters continue to enhance industry-specific skill sets by attending recruiting conferences and participating in relevant online seminars.</p>

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### MASTER RECRUITING RESOURCE LIST

HR Recruiters researched and compiled multiple source lists into a master resource list for recruitment and outreach purposes. Recruiters refer to and continue to refine the master resource list as new sources are discovered and utilized.

The master resource list includes:

- Women and minority organizations
- Community Based Organizations
- Professional industry and discipline specific organizations
- Diversity related resources
- College and university programs

The Lab continued to market itself as an employer of choice during FY 2008 through Internet and print media in addition to a more focused outreach effort aimed at the diverse surrounding communities in which the Lab resides. Increased use of Internet advertising showcased employment opportunities over time (compared to print ads issued in daily newspapers or monthly/quarterly publications). Utilizing relevant Web sites allows for global reach of potential qualified applicants and accesses the vendors' resume databases thus providing additional sources for prospective qualified applicant pools.

### USE OF INTERNET JOB BOARDS AND RESUMES DATABASES

The Lab also used a variety of other Web sites for Internet advertising. These include:

- AfterCollege.com
- AIPLA
- Air & Waste Management Association
- American Assoc for the Advancement of Science
- American Astronomical Society
- American Chemical Society
- American Crystallographic Association
- American Industrial Hygiene Association
- American Institute of Architects
- American Institute of Physics
- American Physical Society
- American Society for Mass Spectrometry
- American Society of Microbiology

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### USE OF INTERNET JOB BOARDS AND RESUMES DATABASES (CONTINUED)

- American Society of Safety Engineers
- Association for Women In Science – AWIS.org
- Association of Energy Service Professionals
- Azonano.com
- Bay Area Compensation Association
- Bay Area Jobs
- Berkeley Energy & Resources Collaborative
- Bioinformatics.org
- Biospace.com
- CA Public Employers Labor Relations
- CareerBuilder.com
- CCP4BB
- CERN
- CFD Online
- Chemjobs.net Chronicle for Higher Education
- CIO.Com
- Climate L
- Computing Research Association
- CraigsList
- Dice
- Diversity.com
- Diversityworking.com
- DNAjobs.com
- EHS Careers
- Electrochemical Society
- Executives Only
- Haas Business School
- Health Physics Society
- Higher Education Recruitment Consortium
- IEEE Spectrum
- International Supply Mgmt
- Intl Society for Microbial Ecology
- Jobs.ac.uk

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### USE OF INTERNET JOB BOARDS AND RESUMES DATABASES (CONTINUED)

- Jobsinthemoney.com
- Kitlist.Org
- LatPro (Mexican American Engineers and Scientists)
- Linked In
- Microscopy Society of America
- Monster Board
- MonsterTrak
- MRS Bulletin
- National Association for Science Writers
- National Contract Managers Association
- National Contract Mgmt Association
- National Council of Research AdministratorsNational  
Environmental Health Association
- NatureJobs.com
- New Scientist
- National Organization of Black Chemists and Chemical  
Engineers
- Northern CA Human Resource Association
- Nukeworker.com
- Optical Society of America
- Optics.org
- PhDs.org
- Post-Docs.Com
- Project Management Institute
- Public Relations Society of America
- ScienceCareers.org
- Sciencejobs.com
- SemiconductorJobs.com
- SIAM
- Society for Human Resources Mgmt
- Society for Professional Journalists
- Society of Women Engineers
- SPIE

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### USE OF INTERNET JOB BOARDS AND RESUMES DATABASES (CONTINUED)

- TEDjobs
- TinyTechJobs.com
- TIPTOP
- Women in Technology (WITI)
- World at Work
- Yahoo

### COMMUNITY/COLLEGE JOB FAIRS AND PROFESSIONAL ORGANIZATIONS AND PARTICIPATION AT JOB FAIRS

Outreach efforts continue to include community job fairs, college career events and professional organizations. In addition, the Lab participated in professional scientific conferences, employer forums and job fairs hosted by various local universities. Job fairs, college events, and employer forums allow Recruiters and hiring managers to interact with job seekers, to promote the Lab as a great employer and to promote current employment opportunities of interest to jobs seekers.

During this report period, the Laboratory participated in the following events:

- Diversity in Biotechnology Conference
- Green Job Fair
- UC Berkeley Panel discussion on opportunities for PhDs in Industry
- UCOP Brown Bag for employees at risk of lay off
- UC Davis Job Fair
- Stanford Job Fair
- UC Berkeley Job Fair
- LINUX Conference/Dice Job Fair

In addition to external events, Berkeley Lab held the first ever on-site job fair. The event attracted hundreds of local job seekers for positions in the areas of operations, science and technology and environment, health and safety. The job fair also served to further promote the Lab as an employer of choice within the local community.



# Affirmative Action Program

## Section 5

## Action Oriented Programs

### EMPLOYEE REFERRAL INCENTIVE PROGRAM (ERIP)

The ERIP continues to encourage employees to utilize their existing contacts and networks as potential sources for qualified applicants. The program rewards employees \$1,000 for referrals that lead to hires in most positions. Components of the program are under review to better determine appropriate usage related to operational needs.

### POSTDOCTORAL FELLOWSHIPS

#### LAWRENCE POSTDOCTORAL FELLOWSHIP SEABORG POSTDOCTORAL ALVAREZ POSTDOCTORAL

These programs are designed to identify, develop and enhance career opportunities for the most qualified candidates from a diverse qualified applicant pool. The programs offer challenging opportunities to recent recipients of doctoral degrees to conduct research in areas supportive of the Lab's mission. The Lab programs, which are eligible for a postdoctoral fellow, cross all scientific disciplines and Divisions.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### OUTCOMES

In FY07 we restructured our recruitment sources to streamline the job seeker experience in an effort to obtain more accurate sourcing data. We went from 535+ specific sources down to approximately 100.

At that time we rearranged them under more appropriate general sources for the first time in probably 5+ years. The general sources were streamlined from 15 to 7 categories. There are a few sources which directly correlate to the sources reported in FY06.

They are: College Recruiting, Employee Referral, Internal Candidate and Job Fairs. The other categories were combined or separated into the following Internet, LBNL Job Site and Newspaper/Journal:

General Source	FY08
College Recruiting	196
Employee Referral	820
Internal Candidate	237
Internet	4209
Job Fair	78
LBNL Job Site	3227
Newspaper/Journal	171
Grand Total	8938

### 849 Opened Jobs in FY08

Berkeley Lab continued to demonstrate considerable efforts to promote itself as an employer-of-choice. In addition, the Human Resources Department undertook broader initiatives during FY 08 to support and improve its recruitment program. We have continued our use of AIRS Oxygen to identify a diverse pool of qualified candidates from the Internet.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### LOOKING AHEAD FY2009 (CONTINUED)

- Office of Federal Contract Compliance (OFCCP) - Internet Qualified Applicant Process:
  - Record search date and criteria for internal and external personnel searches.
  - Utilize AIRS SourcePoint™ OFCCP Reporting Module to track external resume database search activities.
- Continue to evaluate recruiting and hiring progress.

### POLICIES AND SERVICES IN SUPPORT OF EMPLOYEES

#### EMPLOYEE ASSISTANCE PROGRAM

The UC Employee Assistance Program strives to ensure a healthy work environment by offering personal counseling and referral services to Berkeley Lab staff and consultation for management.

#### TELECOMMUTING

The Laboratory supports telecommuting as a viable work option under certain circumstances. Employees telecommute when, on a periodic basis, during their scheduled work hours, they fulfill their job responsibilities at a site other than their primary Laboratory work location.

Under an approved telecommuting arrangement, all or part of an employee's regularly scheduled work hours are performed at home or at another approved location. Office contact is maintained through the use of telephone, computer modem, and/or fax machine.

Employees with telecommuting arrangements will be accessible during designated working hours and will meet their supervisors and attend Laboratory meetings at the request of the supervisor.

#### BERKELEY LAB INSTITUTE

The Berkeley Lab Institute (BLI) offers a range of courses and services. For supervisors, the classroom courses Roles & Accountabilities for New Supervisors and Fundamentals of Leading and Motivating People provide the policy / regulatory and soft skill fundamentals needed to be a successful supervisor at Berkeley Lab. BLI continues to offer a range of easy-to-access options for employee development, such as intermediate and advanced workshops in Microsoft Word, Excel and PowerPoint and online learning courses and books through Skillsoft. BLI also expanded its resource library to include career development books relevant to all employees and their longer term career development and planning interests and needs.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### BERKELEY LAB INSTITUTE (CONTINUED)

In 2008, BLI executed several learning initiatives targeted to critical Laboratory populations and their needs. One such effort was focused on new employees and helping them get started in their positions in a more efficient and effective manner. BLI produced an online version of the new employee orientation so it could also serve as a resource for continual reference.

BLI also worked in conjunction with the Berkeley Lab Women Scientists' Council to offer ½ day workshops on negotiating and conflict resolution. Separate variations of the workshop were tailored to three key employee populations: to scientists, to postdocs and graduate scientific research associates (GSRA's), and operations staff.

In cooperation with UCLA Extension Program, BLI offered a 2-day course on oral presentations targeting Laboratory management and subject matter experts who need to convey critical information and messages to a variety of constituents, such as Laboratory senior management, DOE and UC officials, and employees.

### TRAINING

**Human Resources/ PeopleSoft On-Site Training Courses.** The Human Resource Information System (HRIS) is available to any employee with a need to access or update personnel data. We provide training through a variety of approaches. These include web-based training, classroom workshops, and one-on-one instruction.

**The Financial Management System (FMS).** FMS is available to any employee with a need to access the laboratory financial information. Six (6) courses are available either through the classroom or on-line web based training - Project Setup, Resource Adjustments, Query, nVision, RAPID, and the Budget and Planning System.

**Labor and Employee Relations.** Focuses training on management issues in labor and employee relations were addressed in the Roles & Accountabilities course mentioned above. It is open to LBNL supervisors and managers as defined by the Higher Education Employment Relations Act (HEERA).

**Environment, Health and Safety.** Training classes offered on a variety of safety topics and delivered via the web, video, hands-on and lecture.

# Affirmative Action Program

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## Action Oriented Programs

<p><b>TRAINING (CONTINUED)</b></p>	<p><b>Training Reports The EH&amp;S Training Web Site.</b> Allows employees to complete or modify an EH&amp;S Training Questionnaire entitled JHA (Job Hazards Questionnaire), obtain reports on an employee's EH&amp;S training status, request courses, and establish training programs based on specific needs.</p> <p>This training report also enables the employee to integrate EH&amp;S training completions with those of other non EH&amp;S courses, such as those courses taken through BLI, providing a single training report for each employee.</p>
<p><b>TUITION REIMBURSEMENT PROGRAM</b></p>	<p>Through the Tuition Reimbursement Program, the Berkeley Lab encourages and financially assists career employees in obtaining skills, knowledge, and abilities that increase the effectiveness of work performance in their present position and improve their career opportunities within the Laboratory.</p> <p>With supervisor approval, career employees who have passed probation and are working 50% time or more are eligible to receive reimbursement for tuition expense for position-related or career-related college courses that are relevant to the goals of the Laboratory. For employees pursuing degrees or specialty certificates (Tier 1), reimbursement is 100%. For employees taking courses not leading to a degree (Tier 2), reimbursement is two-thirds. Participation in the program is an important privilege that can lead to greater job satisfaction, enhanced performance, and expanded career possibilities.</p> <p>Tier 1: The employee receives 100% reimbursement for courses completed satisfactorily under an approved Employee Development Plan leading to a degree or specialty certificate. The degree or specialty certificate can be either position- or career-related. The courses must be offered by an accredited college or university or a recognized professional society. CEU courses are reimbursable when they are a part of a Tier 1 approved Employee Development Plan.</p> <p>Tier 2: The employee receives two-thirds reimbursement for college-level courses not leading to an academic degree or specialty certificate. Courses must be offered by an accredited college or university. CEU courses may be reimbursed when offered by a university or college continuing education program.</p>

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### LOOKING AHEAD FY2009

Activities for FY09 include:

- Continue to progress HR process improvement initiatives to streamline and simplify HR processes, including those that increase efficiency in hiring processes.
- Incorporate Laboratory branding efforts by revitalizing and standardizing job postings to attract top talent to the distinctive work that happens at LBNL.
- Continue to use online application system to more effectively gather ethnicity, gender and source code information for each qualified applicant, including a qualified applicant's option to not disclose gender and/or ethnicity. Currently researching new technologies to enable better metrics.
- Develop Suitable Search Guidelines to determine processes for Laboratory recruitment and hiring, including a strategic recruitment plan for all posted positions.
- Ensure posted positions are advertised using relevant and diverse sources (e.g., Web sites, publications, colleges, professional associations, and conferences).
- Initiate pilot program with Higher Education Recruitment Consortium (HERC) to address recruitment and retention issues, particularly to help trailing spouses, partners, etc., secure local employment. All Laboratory jobs appear on the HERC Web site.
- Continue to attend college job fairs at Stanford University, UC Berkeley and UC Davis; Other job fair events will be identified during the year.
- Participate in special recruitment events for LLNL and UCOP, as an employment option for employees affected by layoffs.
- Conduct internal and external personnel searches which reflect essential skill sets as well as national or local availability, as appropriate.
- Cultivate diverse qualified applicant pools and pipeline lists by utilizing internal resources (e.g., Center for Science and Engineering Education, Nano\*High) and external sources (e.g., local academic institutions).

# Affirmative Action Program

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## Action Oriented Programs

<b>EMPLOYEE DEVELOPMENT</b>	The Laboratory encourages employee development in several ways. First, as part of the Tuition Reimbursement Program Tier I, employees are required to create an Employee Development Plan. This plan is designed to help the employee and supervisor focus on and set goals around learning curriculum that meets the employee's interests and the Laboratory's objectives. Secondly, as part of the annual performance review process, supervisors and employees are required to identify several areas for development over the upcoming performance year. Development may include on-the-job experiences and/or courses, depending on the specific needs of the employee. Also, employees are encouraged to attend workshops offered by BLI.
<b>UC BERKELEY FEE REDUCTION PROGRAM INFORMATION</b>	This program reduces tuition fees by two-thirds for full-time employees enrolled as full-time UC Berkeley students. This program is distinct from LBNL's Tuition Reimbursement Program. The employee can receive the two-thirds fee reduction for enrollment in any of the UCB academic programs that are eligible.
<b>EQUAL EMPLOYMENT OPPORTUNITY WORKSHOPS</b>	The Equal Employment Opportunities Office offers Sexual Harassment Prevention for Supervisors training required under AB1825 has been conducted through a University of California-wide program.
<b>COMMITTEES AND ASSOCIATIONS</b>	
<b>BEST PRACTICES DIVERSITY COUNCIL</b>	<p>The Best Practices Diversity Council provides a forum for council members to leverage and implement diversity best practices and processes in their divisions, while integrating the Laboratory's diversity initiative as a whole. The foundation of the Laboratory's diversity initiative rests on the achievement of the following goals:</p> <ul style="list-style-type: none"> <li>• Innovative actions to foster an inclusive work environment that makes full use of the contribution of all employees</li> <li>• A workforce that reflects the availability of qualified women and minorities in the relative reasonable recruitment areas</li> </ul> <p><b>Functional Objectives:</b></p> <ul style="list-style-type: none"> <li>• Create synergy between division/department action plans and initiatives</li> <li>• Develop a diversity best practices framework and grow best practices models across the Laboratory</li> <li>• Mentor new initiatives</li> </ul>

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## Action Oriented Programs

<p><b>BEST PRACTICES DIVERSITY COUNCIL (CONTINUED)</b></p>	<p><b>Functional Objectives:</b></p> <ul style="list-style-type: none"> <li>• Visibly recognize and communicate diversity best practices achievement throughout the Laboratory</li> <li>• Identify and address emerging issues</li> <li>• Welcome the views of outside speakers</li> <li>• Develop a Lab-wide diversity scorecard</li> </ul> <p>Reporting: Provide feedback to Division and Laboratory Director Chair: The Council Chair will be appointed by the Director</p>
<p><b>EMPLOYEE ACTIVITIES ASSOCIATIONS</b></p>	<p>Ernest Orlando Lawrence Berkeley National Laboratory is an institution with a tradition of, and dedication to, excellence in scientific research, technological innovation, educational opportunities and service to the nation. Reflecting the nation's values, the Berkeley Lab is dedicated to integrating diversity into its research culture and to providing an environment that is accessible and hospitable to all employees.</p> <p>The Employee Activities Association supports a variety of recreational, cultural and wellness clubs with financial and technical assistance. New clubs are welcomed, and funding is based on demonstrated employee interest and a viable club structure.</p> <p>Recreational Clubs include the Bowling Club, Golf Club, Outdoor Club, Soccer Club, Softball Teams, Tennis Club, Toastmasters, Ultimate Frisbee Club and Volleyball Club. Cultural Clubs include the African American Employee Association, Arts Council, Ex-L's, Green Team, Latino and Native American Association (LANA), Lesbian, Gay &amp; Bisexual Association, Music Club, Postdoctoral Society, Women in Science &amp; Engineering and Work/Family Committee. Wellness Clubs include Body Works and the Yoga Club.</p>
<p><b>SPECIAL EVENTS</b></p>	<p>The Lab developed an annual <i>National Heritage Months</i> calendar which identifies a variety of landmarks and celebrations associated with various cultures, nationalities and ethnic backgrounds. The calendar highlights some of the main cultural celebrations and seeks to familiarize the Lab community with a variety of customs and beliefs contributed from people of diverse cultural backgrounds and traditions.</p>



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## Section 5

## Action Oriented Programs

### SPECIAL EVENTS (CONTINUED)

These main cultural celebrations include:

- February: Black History Month
- March: National Women's History Month
- May: Asian Pacific American Heritage Month
- September: National Hispanic Heritage Month
- October: Lesbian, Gay & Bisexual History Month
- November: National American Indian Heritage Month

[View Calendar:](http://www.lbl.gov/Workplace/WFDO/Engage/heritage.html)

<http://www.lbl.gov/Workplace/WFDO/Engage/heritage.html>

### CENTER FOR SCIENCE AND ENGINEERING EDUCATION STEM PIPELINE PROGRAMS

#### STEM PIPELINE PROGRAMS

The Berkeley Lab's Center for Science and Engineering Research (CSEE) Undergraduate and Graduate Research Opportunities offers research internships to undergraduate students from colleges, community colleges and universities throughout the country. A 10-week summer program and a 15-week fall or spring semester experience is provided. As part of our broader outreach activities faculty at predominantly minority serving institutions are notified of these opportunities and their students are encouraged to apply. Specific programs include:

- **Science Undergraduate Laboratory Internship**, the primary program for undergraduates at Berkeley Lab, involves a 10-week summer or 16-week spring semester program. The U.S. Department of Energy's Office of Science program is open to any undergraduate student who is a U.S. citizen or Permanent Resident Alien, at least 18 years of age, and enrolled in an accredited U.S. College or University. It is for students majoring in science, engineering or computing sciences.
- **The Community College Institute** is a 10-week DOE summer program targeted to undergraduate students in community colleges planning to obtain a bachelors degree in science, engineering, or computer sciences. Students at community colleges across the country may apply to the Berkeley Lab program. CSEE places emphasis on recruiting underrepresented students, partnering specifically with the California Community College System with its diverse population of students.

# Affirmative Action Program

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## Action Oriented Programs

### STEM PIPELINE PROGRAMS (CONTINUED)

- **The Pre-service Teacher Program** is a 10-week DOE program that provides summer undergraduate research internships for students intending to obtain a secondary science teaching credential. Partnerships with the University of California and the California State Universities assure alignment with state goals for increasing the number of STEM teachers.
- **The Faculty and Student Team program** is a 10-week, DOE program that offers a summer research opportunity to one faculty member and two or three students from community colleges and minority-serving institutions. Faculty can participate up to three years and are encouraged to develop collaborative research proposals with Berkeley Lab investigators. All programs are supported by the Office of Science with augmentation from the National Science Foundation through a DOE/NSF education partnership agreement.
- **Berkeley Lab Undergraduate Research Program:** In addition to the DOE sponsored summer undergraduate research opportunities, CSEE coordinates summer research and professional development opportunities for undergraduate students supported by the Department of Homeland Security and through NSF sponsored research centers that involve Berkeley Lab investigators.
- **High School Student Research Program (HSSRP)** is a six-week summer internship program for San Francisco Bay Area students who are rising seniors and is designed to give students exposure to various fields of science through mentored research and administrative experiences. The program encourages students to pursue careers in science, technology, engineering and computer sciences. Students learn real-world job skills. CSEE recruits by contacting teachers in predominantly minority school districts and through partnerships with local outreach programs to identify and prepare future scientists and engineers such as the Biotech Partners.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### STEM PIPELINE PROGRAMS (CONTINUED)

**Berkeley Lab Adventure Zone for Elementary Science (BLAZES) at the Lab.** The Center for Science and Engineering Education at Lawrence Berkeley National Laboratory provides a structured program for students in grades 5 and 6 that connects to the science curriculum in the schools and supports teaching and learning the Science Standards for California Public Schools. One goal is to encourage students to consider careers in science computing sciences, engineering, and technology. The program targets schools and teachers of science in Berkeley, Oakland, West Contra Costa Unified, Albany, Emeryville, Alameda and Vallejo City Unified School districts.

### CENTER FOR SCIENCE AND ENGINEERING EDUCATION OUTREACH TO SCHOOLS

#### OUTREACH TO SCHOOLS

**Berkeley Lab Adventure Zone for Elementary Science (BLAZES) at the Lab.** The Center for Science and Engineering Education at Lawrence Berkeley National Laboratory provides a structured program for students in grades 5 and 6 that connects to the science curriculum in the schools and supports teaching and learning the Science Standards for California Public Schools. One goal is to encourage students to consider careers in science, computing sciences, engineering, and technology. The program targets schools and teachers of science in Berkeley, Oakland, West Contra Costa Unified, Albany, Emeryville, Alameda and Vallejo City Unified School districts.

**Berkeley Lab After School Science and Technology (BLAST).** Teams of CSEE staff and volunteers deliver hands-on programs at local middle schools, based on the 6 to 8 grade science curriculum and standards. The program targets Oakland Unified School District.

**Careers in Science and Technology (CST).** Provide an opportunity for students at the Middle High School and Senior High School level to learn about careers in the science community. Berkeley Lab is extending its commitment to education outreach to the community by providing schools and teachers with speakers representing careers in Berkeley Lab's world of science and technology.

**Daughters and Sons to Work Day (DSTW)** Take Our Daughters [and Sons] To Work Day, founded by the Ms. Foundation for girls ages 9-15, is a one-day event that gives children of Lab employees the opportunity to learn about science at the Berkeley Lab. Students ages range from 9 thru 14.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### OUTREACH TO SCHOOLS (CONTINUED)

#### Hands-On Universe

- Division(s): Physics Division
- Level: Grades 6-14
- Impact: International
- Source of Funding: DOE (seed), largely NSF (~\$8M)
- Website: <http://handsonuniverse.org>
- Coordinators: Carl Pennypacker, [CRPennypacker@lbl.gov](mailto:CRPennypacker@lbl.gov)
- Summary: Teaching Central Math and Physics Using Professional Quality Astronomical Images and Data

**Laboratory Initiatives in Science Education** CSEE works with Laboratory Divisions to aid in the design of and participate in these enterprises.

#### QuarkNet

- Division(s): Physics Division
- Level: High School
- Impact: National
- Source of Funding: Grant from DOE and NSF
- Website: <http://quarknet.fnal.gov>
- Coordinator at LBNL: Michael Barnett, [MRBarnett@lbl.gov](mailto:MRBarnett@lbl.gov)
- Summary: QuarkNet is a nationwide joint DOE/NSF research-based physics education program aimed at professional development for high school teachers, created collaboratively by LBNL with Notre Dame University and Fermilab.

#### Contemporary Physics Education Program

- Division(s): Physics and Nuclear Science Divisions
- Level: K12 – Undergraduate – Public
- Impact: International
- Source of Funding: Volunteer/programmatic
- Website: <http://CPEPweb.org>
- Coordinators: Michael Barnett (PD), [MRBarnett@lbl.gov](mailto:MRBarnett@lbl.gov), and Howard Matis (NSD), [HSMatis@lbl.gov](mailto:HSMatis@lbl.gov)

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### The ATLAS Experiment

- Division(s): Physics Division
- Level: K12 – Undergraduate – Public
- Impact: International
- Source of Funding: Volunteer/programmatic – Grant Bechtel Foundation: Website: <http://atlas.ch>
- Coordinator: Michael Barnett, [MRBarnett@lbl.gov](mailto:MRBarnett@lbl.gov)
- Summary: The ATLAS Experiment produces a large variety of educational and outreach programs. Michael Barnett at LBNL is co-coordinator (with Erik Johansson of Sweden) of these ATLAS efforts.

### MicroWorlds

- Division(s): Advanced Light Source
- Level: Grades 7-12 – General Public
- Impact: International
- Source of Funding: Volunteer/programmatic
- Website: [www.lbl.gov/Microworlds/](http://www.lbl.gov/Microworlds/)
- Coordinator: Liz Moxon, [EJMoxon@lbl.gov](mailto:EJMoxon@lbl.gov)
- Summary: MicroWorlds is an electronic science magazine on the Web.

### Whole Frog Project

- Division(s): Computer Science Research Division
- Level: High School
- Impact: National
- Source of Funding: Initial grant from DOE, done on a volunteer basis now.
- Website: <http://froggy.lbl.gov>
- Coordinator at LBNL: David Robertson, [DWRRobertson@lbl.gov](mailto:DWRRobertson@lbl.gov)
- Summary: The Whole Frog Project provides high school biology classes the ability to explore the anatomy of a frog by using data from high resolution MRI imaging and mechanical sectioning, together with 3D surface and volume rendering software, to visualize the anatomical structures of the original animal.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### OUTREACH TO SCHOOLS (CONTINUED)

#### Energized Learning

- Division(s): Environmental Energy Technologies Division
- Level: K12 – Undergraduate
- Impact: Local
- Source of Funding: Volunteer
- Website: <http://EnergizedLearning.lbl.gov>
- Coordinator: Evan Mills, [EMills@lbl.gov](mailto:EMills@lbl.gov)
- Summary: Project-based learning for high school and college math and science students via a virtual energy efficiency laboratory.

#### ABC's of Nuclear Science

- Division(s): Nuclear Science Division
- Level: K12 – Undergraduate – Public
- Impact: International
- Source of Funding: Volunteer/programmatic
- Website: <http://www.lbl.gov/abc>
- Coordinator: Howard Matis, [HSMatis@lbl.gov](mailto:HSMatis@lbl.gov)
- Summary: A website with comprehensive information about nuclear science. This includes detailed descriptions on experiments including the Berkeley Lab Cosmic Ray Detector.

#### The Particle Adventure

- Division(s): Physics Division
- Level: K-12 – Undergraduate – Public
- Impact: International
- Source of Funding: Volunteer/programmatic
- Website: <http://ParticleAdventure.org>
- Coordinator: Michael Barnett, [MRBarnett@lbl.gov](mailto:MRBarnett@lbl.gov)
- Summary: An interactive tour of quarks, neutrinos, antimatter, extra dimensions, dark matter, accelerators, and detectors.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### OUTREACH TO SCHOOLS (CONTINUED)

#### The Universe Adventure

- Division(s): Physics Division
- Level: K12 – Undergraduate – Public
- Impact: International
- Source of Funding: Volunteer/programmatic – Grant (Bechtel Foundation)
- Website: <http://universeadventure.org>
- Coordinator: Prof. George F. Smoot, [GFSmoot@lbl.gov](mailto:GFSmoot@lbl.gov)
- Summary: Chart and Website location and resources provide either direct education to individual high school level or teacher resources for various levels of high school classes.

#### Public Outreach at the ALS

- Division(s): Advanced Light Source
- Level: General Public
- Impact: Local
- Source of Funding: Volunteer/programmatic
- Coordinator: Liz Moxon, [EJMoxon@lbl.gov](mailto:EJMoxon@lbl.gov)
- Summary: ALS staffs are involved in many outreach activities to the local community.

#### Nuclear Science Outreach Activities

- Division(s): Nuclear Science Division
- Level: K12 – Undergraduate – Graduate – Public
- Impact: National
- Source of Funding: Volunteer/programmatic
- Website: <http://www.lbl.gov/abc>
- Coordinator: Peggy McMahan, [P\\_McMahan@lbl.gov](mailto:P_McMahan@lbl.gov)
- Summary: Scientists from NSD support numerous activities designed to teach the basics of radiation to teachers, students, and the general public, both locally and nationally. Many of these activities are centered at the 88-Inch Cyclotron.

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## Section 5

## Action Oriented Programs

### OUTREACH TO SCHOOLS (CONTINUED)

#### Advancing Science with DNA Sequence I

- Division(s): Joint Genome Institute/LBNL Genomics Division
- Level: Grade 7
- Impact: Local and National
- Source of Funding: Volunteer/programmatic
- Website: <http://www-library.lbl.gov/~eriks/genomic-diversity/outreach.htm>
- Coordinator: David Gilbert, [DEGilbert@lbl.gov](mailto:DEGilbert@lbl.gov), (JGI) Elaine Gong, [ELGong@lbl.gov](mailto:ELGong@lbl.gov) and Karen Kelly, [KKelly@lbl.gov](mailto:KKelly@lbl.gov) (Genomics Division)
- Summary: Seventh grade classes are targeted for visits to Building 84 and for JGI/Genomics Division outreach efforts.

#### Tours of the JGI Production Genomics Facility

- Division(s): Joint Genome Institute/LBNL Genomics Division
- Level: High School and Community College
- Impact: Local
- Source of Funding: Volunteer/programmatic
- Website: <http://www-library.lbl.gov/~eriks/genomic-diversity/outreach.htm>
- Coordinator: David Gilbert, [DEGilbert@lbl.gov](mailto:DEGilbert@lbl.gov), (JGI) Elaine Gong, [ELGong@lbl.gov](mailto:ELGong@lbl.gov) and Karen Kelly, [KKelly@lbl.gov](mailto:KKelly@lbl.gov) (Genomics Division)
- Summary: On-site visits/tours of the JGI Production Genomics Facility in Walnut Creek.



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## Section 5

## Action Oriented Programs

### OUTREACH TO SCHOOLS (CONTINUED)

#### Nano\*High

- Division(s): Material Sciences Division
- Level: Grades 9-12
- Source of Funding: Educational outreach funds of the Molecular Foundry (BSE)
- Website: <http://www.lbl.gov/nanohigh/>
- Coordinator: Mark Alper, [MDAlper@lbl.gov](mailto:MDAlper@lbl.gov), Sally Nasman, [SFNasman@lbl.gov](mailto:SFNasman@lbl.gov)
- Summary: Series of monthly Saturday morning lectures at LBNL followed by lunch with graduate and undergraduate students doing research in the laboratory of the speaker (limited number of high school students at the lunches).

#### Future Scientists

- Division(s): Environmental Energy Technologies Division
- Level: Grade 3-6
- Impact: Local
- Source of Funding: Volunteer/programmatic
- Website: <http://eetd.lbl.vog/LabOnlyWS/Intranet/Subpages/Staff/FutureSci/FutureSci.html>
- Coordinator: Rick Diamond, [RCDiamond@lbl.gov](mailto:RCDiamond@lbl.gov)
- Summary: Classroom visits by EETD staff to talk about energy and the environment in the East Bay elementary schools.

#### Future Computer Support Technical Staff

- Division(s): Information Technology and Services Division
- Level: Undergraduate
- Impact: Local
- Source of Funding: Volunteer/programmatic
- Website: <http://contracosta.edu/hpc/>
- Coordinator: Charlie Verboom, [CEVerboom@lbl.gov](mailto:CEVerboom@lbl.gov)
- Summary: Community College Intern Program, Faculty Training, and Advisory Board Participation

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## Action Oriented Programs

<p><b>OUTREACH TO SCHOOLS</b> <b>(CONTINUED)</b></p>	<p><b>Environmental Control Technology Education for Advanced Building Operation and Management</b></p> <ul style="list-style-type: none"> <li>• Division(s): Environmental Energy Technologies Division</li> <li>• Level: Undergraduate</li> <li>• Impact: National</li> <li>• Source of Funding: NSF Advanced Technology Education Grant</li> <li>• Website: Under Development</li> <li>• Coordinator: Philip Haves <a href="mailto:PHaves@lbl.gov">PHaves@lbl.gov</a></li> <li>• Summary: The project is a collaboration between Peralta Community College District and LBNL to develop a new curriculum for building operators and heating, ventilating and air-conditioning (HVAC) and other technicians whose job performance directly influences the energy-efficiency of buildings.</li> </ul>
<p><b>TEACHER PROFESSIONAL DEVELOPMENT</b></p>	<p><b>Teacher Professional Development.</b> Summer institutes for teachers are provided through the Department of Energy – Academies Creating Teacher Scientist (DOE-ACTS) program and through partnering with the Industry Initiatives for Science and Mathematics Education (IISME).</p> <p>Teachers selected for the program work with investigators doing research and updating their subject matter knowledge. The DOE-ACTS program draws from a national pool. There is 30% to 50% representation from SF Bay Area schools and teachers from school districts in other parts of the nation with predominantly minority student populations.</p> <p>The goal is to develop teacher leaders who will be catalysts for raising student achievement in their schools and encourage students to choose careers in science and engineering by providing the students' teachers with updated knowledge about the science frontiers at Berkeley Lab.</p> <p>Quarknet is a national network for the professional development of high school teacher. Berkeley Lab's Physics Division supports local teachers who registered for Quarknet. The Quarknet teachers at Berkeley attend a two week summer workshop and one or two Saturday workshops during the school year.</p> <p>One day teacher workshops are also provided for teachers from local school districts and teachers in professional development programs such as the Bay Area Science Project organized by the Lawrence Hall of Science.</p>

# Affirmative Action Program

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## Action Oriented Programs

### SCHOOL TO WORK PARTNERSHIPS

#### PERALTA COMMUNITY COLLEGE DISTRICT

The Laboratory's School To Work program combines work experience with regular college instruction as an integral part of the community college curriculum. It is dependent upon employers and education cooperating to form a more complete educational program for the students by integrating classroom study with planned, supervised work experience.

#### BENEFITS OF COOPERATIVE WORK EXPERIENCE EDUCATION

Many unique and distinct benefits can be found in Cooperative Work Experience Education. It is one of the most community-oriented programs a college can develop. It involves public and private employers, students and administrators.

#### THE STUDENT

The Student has the opportunity to learn or improve employment skills under actual working conditions.

- Gains perspective on career goals through application of classroom theory to "real life experience."
- Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.

The student has the opportunities to test personal abilities in work environments, such as:

- Developing a more realistic approach to the job market.
- Gaining a better understanding of human relations.
- Learning to apply Management By Objectives (MBO).
- May refer to work experience education on future job applications.
- Benefits financially while learning.
- Can begin a career earlier.

# Affirmative Action Program

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<p><b>THE EMPLOYER</b></p>	<p>The Employer may assume a more active educational role in the community college and is provided with the opportunity to communicate business and industry's needs to the college. Benefits when supervisor/employee communications and relationship are:</p> <ul style="list-style-type: none"> <li>• Improved supervisor/employee communications and relationships</li> <li>• Experiences lower recruiting and training costs since a pool of trained students are able to move into permanent positions. Nationally, over 60 percent of School to Work students go to work permanently for their School to Work employers after graduation.</li> <li>• Often has more motivated, enthusiastic employees because their work is evaluated and translated into college units.</li> <li>• Frequently experiences less employee turnover since adjustments to the job can take place during School to Work activity.</li> <li>• Is assisted in implementing affirmative action programs by improved access to minority employees through School to Work.</li> </ul>
<p><b>THE COLLEGE</b></p>	<p>The College is able to develop a more active involvement with the community by enhancing instruction through the refinement of student skills and knowledge in a business/industry or public agency setting, enhancements such as:</p> <ul style="list-style-type: none"> <li>• Experiencing lower attrition since students can finance their education and relate it to job requirements and advancement.</li> <li>• Creating a cost-effective program in School to Work which often results in students attaining full-time enrollment status.</li> <li>• Receives valuable, current input from business and industry concerning labor market conditions and the implications for course content and placement opportunities.</li> <li>• Utilizes business and industry facilities and equipment which extends educational opportunities beyond its normal resources.</li> <li>• Utilizes the skill and knowledge of outstanding individuals in business and industry in the training of students.</li> <li>• Improves intra-college communication on industry's needs among subject matter instructors, guidance personnel and School to Work instructor/coordinators and managers.</li> </ul>

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### COMMUNITY ADVANTAGES

Community Advantages are:

- School to Work provides an effective means of helping students become more productive workers.
- The local economy can realize benefits from greater numbers of skilled workers.
- Closer cooperation and understanding can be achieved between the community and the college.
- Students tend to remain in the home community after graduation, thereby developing a more stable workforce.
- A process for direct input into the content of college programs and courses is provided

Lawrence Berkeley National Laboratory in cooperation with the Peralta Community College District is offering internship/trainee opportunities for currently enrolled Peralta Community Colleges students.

The positions will average 20 hours per week during the school year and offer selected candidates the opportunity to earn a salary while enrolled in school and earn academic credit while working. Upon completion of the internship, students will be competitive for full time positions at Lawrence Berkeley National Laboratory.

NOTE: This is a temporary assignment with possibility of extension. Candidates must be currently enrolled students at a Peralta District Community College (Laney College, Berkeley Community College, College of Alameda), and must be enrolled or have taken the required course work for the Internship/Trainee position.

### INTERNSHIP/TRAINEE OPPORTUNITIES

**Facilities Internship/Trainee opportunities have included:**

- Architectural and Engineering Technician Intern/Trainee- \$14.40
- Provide drafting and illustrating support. Assist in field surveys and verifications. Confirm as-built conditions and take field measurements.
- Electronics Technician Intern/Trainee- \$14.40.
- Under supervision, perform broad and varied troubleshooting, installation, and repair. Working from schematics, instruction manuals, sketches and verbal instructions, perform fault diagnosis, repair, maintenance, calibration and checkout of broad range of electronic equipment and systems to the component level.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### INTERNSHIP/TRAINEE OPPORTUNITIES (CONTINUED)

#### Information Computing Sciences:

- Computer Systems Engineer Intern/Trainee- \$20.10.
- Resolve end user desktop problems referred by the Help Desk for Action.
- Hold formal training and informal coaching sessions of users in response to inquiries or problems that occur more frequently.

#### Environmental Health and Safety:

- Radiological Control Technician Intern/Trainee - \$12.17/hr.
- The position, under close supervision, assists higher-level health and safety personnel implementing the Laboratory's safety program in radiation protection support.
- Assists experienced technicians with radiation and/or contamination surveys, inventories and audits of work areas surrounding accelerators, radiation-producing machines and in laboratories handling radioactive material.

#### Financial Services:

- Subcontract Assistant/Intern Trainee - \$12.15/hr.
- The position will perform the full range of administrative duties including assisting Subcontract Administrators. Answer limited questions, making sure that all responses are handled in a timely manner.
- Using an IBM-PC and word processing software (for extended periods of time), assist Subcontracts staff by preparing, proofing, editing a variety of documents/ letters, including Request For Proposals (REP), RFP Mailing lists, Reports, and various Forms.
- Photocopy and mass mail Subcontract documents.
- Send and Respond to telephone calls, faxes, e-mail messages, and hardcopy correspondence from Subcontractors and Research Division clients.

As an ongoing effort, the Laboratory's goal during the 2009 Fiscal Year is to place several intern students in the above occupational categories. Furthermore, student interns placed in these areas will be considered for career employment opportunities upon successful completion of their School to Work internships.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### BIOTECH PARTNERS OVERVIEW

Biotech Partners (BP), formerly known as Berkeley Biotechnology Education, Inc., is a not-for-profit corporation founded in 1992 [as a result of an innovative public/private partnership between Miles, Inc. (now Bayer Corp.) and the City of Berkeley] to create partnerships between industry and the schools and whose mission is to seek educational reform to address the growing need of under-achieving, unmotivated high school students, especially those from lower-income families and those with little experience about the world of work. It is also BP's mission to encourage industry to recognize its role in the training of the technical workforce so essential to their own success in the 21st century.

BP currently coordinates many aspects of the biotechnology education and training programs at local high schools (Berkeley High School and Oakland's Life Academy), an education to employment program for juniors and seniors and acts as a liaison between industry and the developing biotech program at Laney College in Oakland. BP has developed a 9-part model whose components combine to form an integrated and comprehensive program that addresses what has been termed "school to work", but which more appropriately confronts issues as broad as industry participation with schools and nonprofit agencies, workforce preparation for populations under represented in the sciences, and training for entry-level skilled technical positions. The 9-part model includes:

- 1) High School Program with appropriate curriculum guided by collaboration between education and industry and appropriate teaching styles and evaluation of student performance.
- 2) Paid Summer Internships for Enrolled High School Students to obtain real employment experiences in positions similar to those jobs they would secure following completion of the program, and practice in skills required for getting and keeping a job. CSEE partners with BP to identify and recruit appropriate students to participate in internships at the Lab.
- 3) Community College Program with appropriate state-approved curriculum and hands-on experiences guided by educators and industry; articulation between high school and community college portions. CSEE partners with BP to identify and recruit appropriate students to participate in internships at the Lab.
- 4) Paid Teacher Internships in industry to address lack of experience with hands-on industry needs and issues and ability to transfer skills development into curriculum; and teacher training in specific biotech curriculum and related social ethical issues of biotechnology and/or other industry-driven concerns.

# Affirmative Action Program

## Section 5

## Action Oriented Programs

### BIOTECH PARTNERS OVERVIEW (CONTINUED)

- 5) Co-op Employment Experiences for Community College Participants are to enable year round work experiences for students advancing in the program through contract relationships with BP and company to assure direct linkage between work and school.
- 6) Job Placement services including employment development, preparation, and counseling, as well as linkages with industry partners, assist in transition between training and work.
- 7) Facilitation of Industry Forum continually expands on the engagement of industry partners to work with BP and to ensure education/industry collaboration in training and placement. Support Services for participants and families (including mentoring, tutoring, and counseling and facilitation of family understanding of work experiences) that "close the gap" between current support mechanisms and those needed to achieve successful program completion and employment. Evaluates programs components data collection on participant outcomes.
- 8) The Laboratory's goal during the 2009 Fiscal year is to place several intern students in the above occupational categories. Furthermore, student interns placed in these areas will be considered for career employment opportunities upon successful completion of their internships.
- 9) As an ongoing effort, the Laboratory also considers qualified minorities and women currently not in the workforce whenever an appropriate opportunity arises.



# Affirmative Action Program

## Section 6

## FY 2009 Placement Goals

### GOALS

Underutilized job groups are identified using the measure in **Appendix C, Lab-wide Underutilization**, i.e., when the percentage of women and minorities employed in a particular job group is less than would reasonably be expected given their availability percentage in the particular job group, by at least one whole person, the job group is considered underutilized.

As these underutilized areas are identified, goals are established and set equal to the availability percentages specified in the underutilization tables in Appendix C. Annual percentage placement goals for women and total minorities are found in the table that follows this narrative. Additionally, Appendix C reports on “total minorities” and the ethnic minority groups constituting “total minorities” i.e., Blacks, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives.

Designed to rectify underutilization, goals represent a benchmark for evaluating the Laboratory affirmative action progress. They provide guidance for the Laboratory to focus on outreach and other recruitment efforts in areas where women and minorities are underutilized. Goals, however, are designed to be met only if hiring opportunities arise.

Moreover, they do not require the hiring of a person who is less qualified, nor do they require the hiring of a specified number of persons. Such a requirement would constitute a quota, which is expressly forbidden under the regulations.

### GOOD FAITH EFFORTS IN MEETING GOALS

Annually, the Division Directors are informed about underutilization. Supervisors and Managers are also responsible for exercising good faith efforts in reducing underutilization in their areas. Being mindful of the Laboratory’s affirmative action goals and objectives, they are responsible for recruiting a diverse qualified applicant pool for job openings, particularly for those openings that have been identified with having underutilization.

The Laboratory’s “Good Faith” efforts and Action Oriented Programs were implemented to address all levels of underutilized groups as identified in Appendix C.

See the following Job Placement Goals.

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Section 6 Placement Goals

Labwide Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Group</i>	<i>Class</i>	<i>Goal Placement Rate %</i>
<b>H3</b>	ADMINISTRATIVE MANAGEMENT	
	Minorities	34.61
<b>H4</b>	TECHNICAL MANAGEMENT	
	Female	30.97
	Minorities	24.93
<b>J2</b>	CHEMIST	
	Female	27.27
<b>J3</b>	PHYSIST	
	Female	13.38
<b>J4</b>	COMPUTER SCIENTIST	
	Female	21.07
<b>J5</b>	ENGINEERS	
	Female	12.30
<b>J6</b>	EARTH SCIENCES	
	Female	31.33
<b>J7</b>	ECONOMICS	
	Female	55.06
	Minorities	44.93
<b>J8</b>	MATERIAL SCIENCES	
	Female	19.66
<b>K5</b>	TECHNICAL EDITOR	
	Female	68.86
<b>K6</b>	OTHER ADMIN PROFESSIONAL	
	Minorities	41.87
<b>L1</b>	INFORMATION TECHNICIAN	
	Minorities	42.68
<b>L2</b>	MECHANICAL ENGINEER	
	Female	11.78
<b>L3</b>	ELECTRICAL ENGINEER	
	Female	50.15
	Minorities	42.45

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Section 6 Placement Goals

Labwide Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Group</i>	<i>Class</i>	<i>Goal Placement Rate %</i>
<b>L5</b>	FACILITIES	
	Minorities	40.72
<b>L6</b>	TECHNICAL SUPERVISOR	
	Female	40.23
<b>L7</b>	TECHNICAL ASSOCIATE	
	Minorities	41.12
<b>M1</b>	COMPUTER TECHNICIAN	
	Female	33.89
<b>M2</b>	MECHANICAL TECHNICIAN	
	Female	21.47
	Minorities	52.51
<b>M3</b>	ELECTRONIC TECHNICIAN	
	Female	20.41
	Minorities	57.57
<b>M4</b>	OTHER TECHNICIAN	
	Minorities	56.23
<b>M6</b>	HEALTH/MEDICAL	
	Female	43.90
<b>M7</b>	ACCELERATOR OPERATORS	
	Female	47.20
	Minorities	49.27
<b>O1</b>	MACHINE SHOP	
	Minorities	46.60
<b>O2</b>	CRAFTS/TRADES	
	Female	4.26
	Minorities	47.14
<b>O3</b>	MECHANICS REPAIR	
	Female	11.39
<b>R3</b>	SEMI-SKILLED	
	Female	13.96

# Affirmative Action Program

## Section 7

## Monitoring

### INTERNAL MONITORING AND AUDITING SYSTEM

The Equal Employment Opportunity/Affirmative Action Manager initiates the monitoring and auditing system for the Laboratory. The Laboratory's auditing and reporting system is intended to compliment the existing efforts to maintain compliance.

This system is intended to evaluate EEO/AA accomplishments in relation to established good faith efforts. The EEO/AA Manager is responsible for implementing the auditing and reporting system.

The EEO/AA Manager monitors this system on a quarterly/semi-annual basis. The reporting and audit system provides for:

1. Maintaining and monitoring accurate and up-to-date records on all referrals, qualified applicants, hires, promotions, transfers and terminations by race and gender to be certain that all employees are treated on a fair and equitable basis.
2. Requiring reports from unit managers on a scheduled basis that indicate the degree to which Laboratory goals are attained.
3. Reviewing all selection, promotional and training procedures to ensure that they are nondiscriminatory. Informing, on a regular basis, top management of the effectiveness of the policy and recommendations for improvements, if necessary.

### LABORATORY MONITORING COMMITMENTS

The following procedures are implemented to audit and support the Laboratory's equal employment opportunity/affirmative action efforts. See Section 3, Responsibility for Implementation, for details on responsibilities for ensuring the audit process of EEO/AA efforts are accomplished.

Work Force Utilization Reports are prepared semi-annually and annually for internal dissemination to relevant Laboratory personnel. Analysis of the work force includes the composition and fluctuation of women and minorities, updated availability estimates and utilization levels, and progress toward current affirmative action goals. This data is provided by the Equal Employment Opportunity and Affirmative Action Office.

The Work Force Utilization Reports, by EEO job group and EEO job category, present the utilization and availability of women and minorities. Data on women and minorities are reported by separate ethnic or racial groups, i.e., Black, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives.

# Affirmative Action Program

## Section 7

## Monitoring

<b>LABORATORY MONITORING COMMITMENTS (CONTINUED)</b>	<p>As a matter of practice, the Work Force Underutilized data is a key element in Human Resources recruitment and employment processes. The Equal Employment Opportunity and Affirmative Action Office provides underutilization reports that identify laboratory goals and are entered into HRIS (Human Resources Information System). At the creation of every open position (job requisition), the utilization data is displayed on the screen as a reference. The Human Resources Center works with the hiring manager/supervisor to develop a recruitment strategy that takes into account the affirmative action goals.</p> <p>Line managers are responsible for awareness of this information. The EEO/AA Manager is responsible for reviewing and advising line managers about the patterns shown in the Work Force Utilization Report. The monitoring system is reviewed periodically to ensure that the data collection method provides current and accurate supporting documentation.</p>
<b>JOB REQUISITION AND HIRE JUSTIFICATION</b>	<p>The use of employment forms provides proper documentation of hiring actions taken by the hiring authority for each organization.</p> <p>The Human Resources Department reviews job requirements to ensure that skill's, experience, knowledge, and any other qualifications are job-related and completed correctly before a job is posted so that otherwise qualified prospective applicants are not discouraged by erroneous minimum or desired qualifications.</p>
<b>PLACEMENT GOALS</b>	<p>Placement rate goals are established in the Affirmative Action Program. These goals are intended to guide the good faith efforts of those involved in recruiting and hiring, leading to the representation of women and minorities at rates comparable to their availability for specific jobs at the Laboratory.</p>
<b>RECRUITMENT</b>	<p>The Equal Employment Opportunity and Affirmative Action Office and Human Resources Department identify viable recruiting resources that have in the past maintained a consistent pool of available qualified applicants for vacant Laboratory positions.</p>
<b>TRAINING</b>	<p>The Human Resources Department's Employee Development and Training Unit generates reports that reflect employee participation in training programs and determines the extent of compliance with the Laboratory's commitment to equal employment opportunity for all employees. Training results are provided to management for their action, as appropriate. The Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department reviews training statistics to be cognizant of compliance with EEO/AA regulations.</p>

# Affirmative Action Program

## Section 7

## Monitoring

<b>OTHER MONITORING AND AUDITING ACTIVITIES</b>	<p>In addition to data gathering for recruiting, employment, and internal work force statistics, the Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department review the following situations for compliance purposes:</p> <ul style="list-style-type: none"> <li>• Laboratory policies and practices including salary management guidelines are reviewed by Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department to ensure compliance with current EEO laws and OFCCP regulations.</li> <li>• Complaints are investigated by the Equal Employment Opportunity Office. Employees needing guidance or assistance in resolving complaints are encouraged to contact the Equal Employment Opportunity Manager. Complaints are reviewed for discriminatory practices.</li> </ul>
<b>UTILIZATION ANALYSIS</b>	<p>Underutilization analysis, an essential component of the Affirmative Action Plan (AAP), is designed to assist the Laboratory in establishing appropriate placement goals, developing focused outreach efforts, and implementing Equal Employment Opportunity/Affirmative Action policies. An underutilization analysis contains the following interrelated elements: a workforce analysis; a job group analysis, an availability analysis; and establishing placement goals.</p>
<b>WORK FORCE ANALYSIS</b>	<p>The Laboratory annually conducts an analysis to determine workforce composition by gender and ethnicity for each division/department. The workforce analysis is a listing of each job title ranked from the lowest paid to the highest paid within each organizational unit. For each job title the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following categories is provided: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.</p> <p>The wage rate or salary range for each job title is also provided. All jobs in the work force analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. The Work Force Analysis Report is available upon request to the Equal Employment Opportunity and Affirmative Action Office.</p>

# Affirmative Action Program

## Section 7

## Monitoring

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<b>JOB GROUP ANALYSIS</b>	A job group contains a set of job titles that share similar content and responsibilities, wage rates and lines of progression. All jobs in the job group analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. As a general practice, job titles and job group assignments are reviewed and updated as appropriate (Refer to Appendix A for job group analysis showing the percentage of minorities and women employed in each job group and the job titles comprising each job group). These 42 job groups at the Laboratory are listed in the <b>Appendix C</b> .
<b>AVAILABILITY ANALYSIS</b>	An availability analysis determines the level one might expect women and minorities to be represented in a job group, based on their estimated availability in the relevant labor area work force.  Additionally, this analysis creates the basis for establishing placement goals for job groups in which underutilized of women or minorities has been identified. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). A detailed discussion of the Laboratory's Availability Analysis is found in <b>Appendix B</b> .
<b>IDENTIFICATION OF PROBLEM AREAS</b>	
<b>COMPENSATION ANALYSIS</b>	Wages and salaries are equal for members of both genders and all ethnic groups who perform a job of the same content and responsibility. The Laboratory has purchased and installed a software application to allow an in-depth analysis in order to identify and correct potential gender, race, or ethnicity based disparities in compensation.
<b>PERSONNEL ACTION ANALYSIS</b>	In an ongoing effort to identify areas of concern and assess progress in correcting these areas, LBNL annually analyzes human resources activities to determine if any statistically significant disparities exist. Analyses are performed on hires, promotions, terminations and other applicable employment decisions. Analyses determine if there is a substantially different rate of selection that impacts a race, gender or ethnic group. If protected groups are disproportionately represented in any one of the above areas this is considered to be a potential problem area. In such cases, further assessments are made and remedial action taken, if warranted.

# Affirmative Action Program

## Section 7

## Monitoring

<b>EMPLOYMENT APPLICATIONS ACCOUNTABILITY</b>	All applications are entered into the Employment Engineering Applicant Flow System. HRIS records information, such as gender and ethnicity, utilizing a Self-Identification Form that is completed by qualified applicants on a voluntary basis. The qualified applicant tracking database facilitates the Laboratory's examination of placement statistics.																																
<b>QUALIFIED APPLICANT FLOW ANALYSIS</b>	In analyzing qualified applicant flow, the Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department compare the data by qualified applicants to placements. If potential problem areas are identified, further assessments are made and appropriate remedial actions taken, if warranted.																																
<b>POTENTIAL AREAS OF CONCERN WITHIN JOB GROUPS</b>	<p>Potential areas of concern were detected in the following job groups:</p> <table border="1"> <thead> <tr> <th colspan="2">Hires</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>K1 - Administrative Support</td><td>None</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Promotions</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>P1 - Semi-skilled</td><td>N1 - Office Support</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Involuntary Terminations</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>None</td><td>J4 - Computer Scientist</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Voluntary Terminations</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>H2 - Lab Operations Management</td><td>J3 - Physicist</td></tr> <tr> <td>H4 - Technical Management</td><td>J5 - Engineers</td></tr> <tr> <td>J5 - Engineers</td><td>O2 - Crafts/Trades</td></tr> <tr> <td>L5 - Facilities</td><td></td></tr> <tr> <td>O1 - Machine Shop</td><td></td></tr> </tbody> </table> <p>The Laboratory will closely monitor the selection rates of personnel actions in these areas to determine the existence of any systemic patterns and to take subsequent action where appropriate.</p>	Hires		Minorities	Females	K1 - Administrative Support	None	Promotions		Minorities	Females	P1 - Semi-skilled	N1 - Office Support	Involuntary Terminations		Minorities	Females	None	J4 - Computer Scientist	Voluntary Terminations		Minorities	Females	H2 - Lab Operations Management	J3 - Physicist	H4 - Technical Management	J5 - Engineers	J5 - Engineers	O2 - Crafts/Trades	L5 - Facilities		O1 - Machine Shop	
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# Affirmative Action Program

## Section 7

## Monitoring

### CORRECTIVE ACTIONS

The monitoring and auditing activities described herein are used to identify any potential problem areas as called for by 41 CFR 60-2.17(b). Job groups for which placement goals have been established, and the annual percentage placement goals set, appear in the Annual Placement Goals table in Section 6.

Any problems that the Equal Employment Opportunity and Affirmative Action Office or the Human Resource Department identifies through internal monitoring and auditing procedures are reported through line management. The Equal Employment Opportunity and Affirmative Action Office and the Human Resource Department monitors the actions described above and the information is subsequently passed through line management levels to the Laboratory Director. The EEO/AA Manager and the Laboratory Director, if necessary, become personally involved with problems in the corrective action process. Managers are responsible for implementing EEO/AA process efforts and they are expected to correct identified problems, as already noted in policy.

The Laboratory has established placement goals in the job groups identified in the Annual Placement Goals table in Section 6. As stated in **Section 5, Action Oriented Programs**, the Laboratory will continue its good faith efforts to improve representation of women and minorities in these EEO job groups where under-representation occurs as referenced above in the Action Oriented Programs section.

The Equal Employment Opportunity and Affirmative Action Office and the Human Resource Department continues to work with units to develop, maintain, and improve databases and programs for tracking qualified applicant flow, new hires, terminations, promotions, and transfers.

Inclusive recruitment, in-house training programs, employee development plans, tuition reimbursement programs, and other programs are just a few examples of how the Laboratory tries to assist women and minorities in competing for positions where the Laboratory has identified placement goals. The Laboratory continues to strengthen its commitment and maintain its good faith efforts by ensuring that women and minorities qualified applicants are considered for Laboratory positions.

# Affirmative Action Program

## Section 7

## Monitoring

### IDENTIFICATION OF PROBLEM AREAS BY ORGANIZATIONAL UNIT

In compliance with the guidelines set out in 41 CFR 60.2.11(c) the Ernest Orlando Lawrence Berkeley National Laboratory has developed a work force analysis that lists each job title as it appears in collective bargaining agreements or payroll records ranked from the lowest paid to the highest paid within each organizational unit. See **Sec 1, Introduction**, for details of the Berkeley Lab's organizational units.

Each job title is accompanied by information pertinent to the job title, such as the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following ethnic categories: Blacks, Hispanics, Asians/Pacific Islander, and American Indians/Alaskan Natives. The Workforce Analysis is available upon request to the Equal Employment Opportunity and Affirmative Action Office or the Human Resource Department.

All Division Directors are charged with the overall responsibility for implementing EEO/AA policies within their Divisions. Refer to **Sec 3, Responsibility for Implementation**, for more information.

This analysis serves to identify potential problem areas where one or more protected groups are not represented within the divisional workforce.

The results of the fiscal year 2008 review of divisional work force analysis reveal potential problem areas in work force composition of women and minorities in the following divisions:

- Accelerator and Fusion Research
- Chemical Sciences
- Computer Sciences
- Earth Sciences
- Environment Health and Safety
- Human Resources
- Information Technology
- Laboratory Directorate
- Life Sciences
- Materials Sciences
- NERSC
- Nuclear Sciences
- Operations
- Physical Biosciences
- Physics

Underutilization and potential problem areas are further addressed in **Section 6 Placement Goals**, and **Section 5 Action-Oriented Programs**

Affirmative Action Program	
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# Affirmative Action Program

## Section 7

## Monitoring

### INTERNAL MONITORING AND AUDITING SYSTEM

The Equal Employment Opportunity/Affirmative Action Manager initiates the monitoring and auditing system for the Laboratory. The Laboratory's auditing and reporting system is intended to compliment the existing efforts to maintain compliance.

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The EEO/AA Manager monitors this system on a quarterly/semi-annual basis. The reporting and audit system provides for:

1. Maintaining and monitoring accurate and up-to-date records on all referrals, qualified applicants, hires, promotions, transfers and terminations by race and gender to be certain that all employees are treated on a fair and equitable basis.
2. Requiring reports from unit managers on a scheduled basis that indicate the degree to which Laboratory goals are attained.
3. Reviewing all selection, promotional and training procedures to ensure that they are nondiscriminatory. Informing, on a regular basis, top management of the effectiveness of the policy and recommendations for improvements, if necessary.

### LABORATORY MONITORING COMMITMENTS

The following procedures are implemented to audit and support the Laboratory's equal employment opportunity/affirmative action efforts. See Section 3, Responsibility for Implementation, for details on responsibilities for ensuring the audit process of EEO/AA efforts are accomplished.

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# Affirmative Action Program

## Section 7

## Monitoring

<b>LABORATORY MONITORING COMMITMENTS (CONTINUED)</b>	<p>As a matter of practice, the Work Force Underutilized data is a key element in Human Resources recruitment and employment processes. The Equal Employment Opportunity and Affirmative Action Office provides underutilization reports that identify laboratory goals and are entered into HRIS (Human Resources Information System). At the creation of every open position (job requisition), the utilization data is displayed on the screen as a reference. The Human Resources Center works with the hiring manager/supervisor to develop a recruitment strategy that takes into account the affirmative action goals.</p> <p>Line managers are responsible for awareness of this information. The EEO/AA Manager is responsible for reviewing and advising line managers about the patterns shown in the Work Force Utilization Report. The monitoring system is reviewed periodically to ensure that the data collection method provides current and accurate supporting documentation.</p>
<b>JOB REQUISITION AND HIRE JUSTIFICATION</b>	<p>The use of employment forms provides proper documentation of hiring actions taken by the hiring authority for each organization.</p> <p>The Human Resources Department reviews job requirements to ensure that skill's, experience, knowledge, and any other qualifications are job-related and completed correctly before a job is posted so that otherwise qualified prospective applicants are not discouraged by erroneous minimum or desired qualifications.</p>
<b>PLACEMENT GOALS</b>	<p>Placement rate goals are established in the Affirmative Action Program. These goals are intended to guide the good faith efforts of those involved in recruiting and hiring, leading to the representation of women and minorities at rates comparable to their availability for specific jobs at the Laboratory.</p>
<b>RECRUITMENT</b>	<p>The Equal Employment Opportunity and Affirmative Action Office and Human Resources Department identify viable recruiting resources that have in the past maintained a consistent pool of available qualified applicants for vacant Laboratory positions.</p>
<b>TRAINING</b>	<p>The Human Resources Department's Employee Development and Training Unit generates reports that reflect employee participation in training programs and determines the extent of compliance with the Laboratory's commitment to equal employment opportunity for all employees. Training results are provided to management for their action, as appropriate. The Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department reviews training statistics to be cognizant of compliance with EEO/AA regulations.</p>

# Affirmative Action Program

## Section 7

## Monitoring

<b>OTHER MONITORING AND AUDITING ACTIVITIES</b>	<p>In addition to data gathering for recruiting, employment, and internal work force statistics, the Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department review the following situations for compliance purposes:</p> <ul style="list-style-type: none"> <li>• Laboratory policies and practices including salary management guidelines are reviewed by Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department to ensure compliance with current EEO laws and OFCCP regulations.</li> <li>• Complaints are investigated by the Equal Employment Opportunity Office. Employees needing guidance or assistance in resolving complaints are encouraged to contact the Equal Employment Opportunity Manager. Complaints are reviewed for discriminatory practices.</li> </ul>
<b>UTILIZATION ANALYSIS</b>	<p>Underutilization analysis, an essential component of the Affirmative Action Plan (AAP), is designed to assist the Laboratory in establishing appropriate placement goals, developing focused outreach efforts, and implementing Equal Employment Opportunity/Affirmative Action policies. An underutilization analysis contains the following interrelated elements: a workforce analysis; a job group analysis, an availability analysis; and establishing placement goals.</p>
<b>WORK FORCE ANALYSIS</b>	<p>The Laboratory annually conducts an analysis to determine workforce composition by gender and ethnicity for each division/department. The workforce analysis is a listing of each job title ranked from the lowest paid to the highest paid within each organizational unit. For each job title the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following categories is provided: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.</p> <p>The wage rate or salary range for each job title is also provided. All jobs in the work force analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. The Work Force Analysis Report is available upon request to the Equal Employment Opportunity and Affirmative Action Office.</p>

# Affirmative Action Program

## Section 7

## Monitoring

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<b>JOB GROUP ANALYSIS</b>	A job group contains a set of job titles that share similar content and responsibilities, wage rates and lines of progression. All jobs in the job group analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. As a general practice, job titles and job group assignments are reviewed and updated as appropriate (Refer to Appendix A for job group analysis showing the percentage of minorities and women employed in each job group and the job titles comprising each job group). These 42 job groups at the Laboratory are listed in the <b>Appendix C</b> .
<b>AVAILABILITY ANALYSIS</b>	An availability analysis determines the level one might expect women and minorities to be represented in a job group, based on their estimated availability in the relevant labor area work force.  Additionally, this analysis creates the basis for establishing placement goals for job groups in which underutilized of women or minorities has been identified. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). A detailed discussion of the Laboratory's Availability Analysis is found in <b>Appendix B</b> .
<b>IDENTIFICATION OF PROBLEM AREAS</b>	
<b>COMPENSATION ANALYSIS</b>	Wages and salaries are equal for members of both genders and all ethnic groups who perform a job of the same content and responsibility. The Laboratory has purchased and installed a software application to allow an in-depth analysis in order to identify and correct potential gender, race, or ethnicity based disparities in compensation.
<b>PERSONNEL ACTION ANALYSIS</b>	In an ongoing effort to identify areas of concern and assess progress in correcting these areas, LBNL annually analyzes human resources activities to determine if any statistically significant disparities exist. Analyses are performed on hires, promotions, terminations and other applicable employment decisions. Analyses determine if there is a substantially different rate of selection that impacts a race, gender or ethnic group. If protected groups are disproportionately represented in any one of the above areas this is considered to be a potential problem area. In such cases, further assessments are made and remedial action taken, if warranted.

# Affirmative Action Program

## Section 7

## Monitoring

<b>EMPLOYMENT APPLICATIONS ACCOUNTABILITY</b>	All applications are entered into the Employment Engineering Applicant Flow System. HRIS records information, such as gender and ethnicity, utilizing a Self-Identification Form that is completed by qualified applicants on a voluntary basis. The qualified applicant tracking database facilitates the Laboratory's examination of placement statistics.																																
<b>QUALIFIED APPLICANT FLOW ANALYSIS</b>	In analyzing qualified applicant flow, the Equal Employment Opportunity and Affirmative Action Office and the Human Resources Department compare the data by qualified applicants to placements. If potential problem areas are identified, further assessments are made and appropriate remedial actions taken, if warranted.																																
<b>POTENTIAL AREAS OF CONCERN WITHIN JOB GROUPS</b>	<p>Potential areas of concern were detected in the following job groups:</p> <table border="1"> <thead> <tr> <th colspan="2">Hires</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>K1 - Administrative Support</td><td>None</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Promotions</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>P1 - Semi-skilled</td><td>N1 - Office Support</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Involuntary Terminations</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>None</td><td>J4 - Computer Scientist</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Voluntary Terminations</th></tr> <tr> <th>Minorities</th><th>Females</th></tr> </thead> <tbody> <tr> <td>H2 - Lab Operations Management</td><td>J3 - Physicist</td></tr> <tr> <td>H4 - Technical Management</td><td>J5 - Engineers</td></tr> <tr> <td>J5 - Engineers</td><td>O2 - Crafts/Trades</td></tr> <tr> <td>L5 - Facilities</td><td></td></tr> <tr> <td>O1 - Machine Shop</td><td></td></tr> </tbody> </table> <p>The Laboratory will closely monitor the selection rates of personnel actions in these areas to determine the existence of any systemic patterns and to take subsequent action where appropriate.</p>	Hires		Minorities	Females	K1 - Administrative Support	None	Promotions		Minorities	Females	P1 - Semi-skilled	N1 - Office Support	Involuntary Terminations		Minorities	Females	None	J4 - Computer Scientist	Voluntary Terminations		Minorities	Females	H2 - Lab Operations Management	J3 - Physicist	H4 - Technical Management	J5 - Engineers	J5 - Engineers	O2 - Crafts/Trades	L5 - Facilities		O1 - Machine Shop	
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# Affirmative Action Program

## Section 7

## Monitoring

### CORRECTIVE ACTIONS

The monitoring and auditing activities described herein are used to identify any potential problem areas as called for by 41 CFR 60-2.17(b). Job groups for which placement goals have been established, and the annual percentage placement goals set, appear in the Annual Placement Goals table in Section 6.

Any problems that the Equal Employment Opportunity and Affirmative Action Office or the Human Resource Department identifies through internal monitoring and auditing procedures are reported through line management. The Equal Employment Opportunity and Affirmative Action Office and the Human Resource Department monitors the actions described above and the information is subsequently passed through line management levels to the Laboratory Director. The EEO/AA Manager and the Laboratory Director, if necessary, become personally involved with problems in the corrective action process. Managers are responsible for implementing EEO/AA process efforts and they are expected to correct identified problems, as already noted in policy.

The Laboratory has established placement goals in the job groups identified in the Annual Placement Goals table in Section 6. As stated in **Section 5, Action Oriented Programs**, the Laboratory will continue its good faith efforts to improve representation of women and minorities in these EEO job groups where under-representation occurs as referenced above in the Action Oriented Programs section.

The Equal Employment Opportunity and Affirmative Action Office and the Human Resource Department continues to work with units to develop, maintain, and improve databases and programs for tracking qualified applicant flow, new hires, terminations, promotions, and transfers.

Inclusive recruitment, in-house training programs, employee development plans, tuition reimbursement programs, and other programs are just a few examples of how the Laboratory tries to assist women and minorities in competing for positions where the Laboratory has identified placement goals. The Laboratory continues to strengthen its commitment and maintain its good faith efforts by ensuring that women and minorities qualified applicants are considered for Laboratory positions.

# Affirmative Action Program

## Section 7

## Monitoring

### IDENTIFICATION OF PROBLEM AREAS BY ORGANIZATIONAL UNIT

In compliance with the guidelines set out in 41 CFR 60.2.11(c) the Ernest Orlando Lawrence Berkeley National Laboratory has developed a work force analysis that lists each job title as it appears in collective bargaining agreements or payroll records ranked from the lowest paid to the highest paid within each organizational unit. See **Sec 1, Introduction**, for details of the Berkeley Lab's organizational units.

Each job title is accompanied by information pertinent to the job title, such as the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following ethnic categories: Blacks, Hispanics, Asians/Pacific Islander, and American Indians/Alaskan Natives. The Workforce Analysis is available upon request to the Equal Employment Opportunity and Affirmative Action Office or the Human Resource Department.

All Division Directors are charged with the overall responsibility for implementing EEO/AA policies within their Divisions. Refer to **Sec 3, Responsibility for Implementation**, for more information.

This analysis serves to identify potential problem areas where one or more protected groups are not represented within the divisional workforce.

The results of the fiscal year 2008 review of divisional work force analysis reveal potential problem areas in work force composition of women and minorities in the following divisions:

- Accelerator and Fusion Research
- Chemical Sciences
- Computer Sciences
- Earth Sciences
- Environment Health and Safety
- Human Resources
- Information Technology
- Laboratory Directorate
- Life Sciences
- Materials Sciences
- NERSC
- Nuclear Sciences
- Operations
- Physical Biosciences
- Physics

Underutilization and potential problem areas are further addressed in **Section 6 Placement Goals**, and **Section 5 Action-Oriented Programs**

Affirmative Action Program	
Section 7	Monitoring

# Affirmative Action Program

## Section 8

## Compliance with Gender Discrimination Guidelines

<b>OVERVIEW</b>	The Laboratory's policies and procedures comply with Gender Discrimination Guidelines as set forth in 41 CFR Part 60-20. The Laboratory does not discriminate on the basis of gender with respect to recruitment, advertising, job policies and practices, wages, or employment of women in so-called "non-traditional" employment areas, as explained below. Gender discrimination guidelines are in accordance with University of California Policy.
<b>RECRUITMENT AND EMPLOYMENT ADVERTISING</b>	The Laboratory recruits qualified persons of both genders for all jobs. Job requisitions, periodical publication advertisements, contact with community organizations, job placement firms, school placement officers, online ads with periodicals, professional associations, universities, and job boards are written in language not intended to suggest any limitation or gender preference.
<b>OPERATING POLICIES AND PRACTICES RELATING TO PERSONNEL</b>	All human resources policies and practices including collective bargaining agreements apply to employees of both genders. No policies are written that apply to only males or only females.
<b>HIRING</b>	Males and females have equal opportunity to apply for all available jobs. The Laboratory has no job requirements that favor a person of one gender over a person of another gender.
<b>CONDITIONS OF EMPLOYMENT</b>	Wages, seniority, hours of employment, and other conditions of employment are based solely on factors other than gender. Fringe benefits are available to employees equally, based upon terms of employment, and are provided without regard to consideration of gender.
<b>MARITAL AND FAMILY STATUS</b>	Neither marital nor family status of qualified applicants and employees affects their participation in fringe benefits or other aspects of employment.
<b>FACILITIES</b>	The Laboratory provides appropriate physical facilities for both genders.
<b>PROTECTIVE LAWS</b>	The Laboratory has no jobs that females are prohibited from performing.

# Affirmative Action Program

<b>Section 8</b>	<b>Compliance with Gender Discrimination Guidelines</b>

<b>RETIREMENT</b>	The retirement system in effect at the Laboratory is those approved by the University of California. No distinctions based on gender are made with respect to participation in the retirement program.
<b>WAGES</b>	Wages in the Laboratory's system are based on an employee's relevant education, experience, and performance and do not take gender into consideration as a salary variable.
<b>JOB CLASSIFICATION</b>	Job classifications at the Laboratory are not segregated by gender. The Laboratory seeks women for all job classifications. Both genders have equal access to internal and external training programs as well as reimbursement for external professional development training.
<b>SEXUAL HARASSMENT</b>	It is the Laboratory's policy that sexual harassment is not tolerated and that discipline, which may include termination, will result if employees are found to have violated this policy. The policy on sexual harassment carries the signature of the Laboratory Director. In addition to the mandatory on-line Sexual Harassment Prevention training for managers, the Equal Employment Opportunity Manager delivers training programs to address issues related to sexual harassment for the benefit of supervisors, managers, and employees.

# Affirmative Action Program

## Section 9

## Compliance with Guidelines on Religion and National Origin

<b>OVERVIEW</b>	In compliance with the guidelines set out in 41 CFR 60-50, the Laboratory does not discriminate on the basis of religion or national origin with respect to any employment condition, including but not limited to recruitment, employment, transfer, promotion, demotion, wage rate determination, training, layoff, and termination.
<b>POSITIVE RECRUITMENT</b>	The Laboratory enlists the assistance and support of all recruitment sources in connection with its commitment to provide equal employment opportunity without regard to religion or national origin.
<b>DISSEMINATION</b>	The EEO/AA policy is disseminated both externally and internally to qualified job applicants and employees through the general EEO/AA practices as described in preceding sections.
<b>ACCOMMODATION</b>	The Laboratory makes reasonable accommodation to the religious observances and practices of employees and prospective employees, including, granting vacation and/or leaves of absence, when such accommodation can be made without undue hardship on the conduct of its business. The extent of the Laboratory's obligation is determined by considering business necessity, financial costs and expenses, and resulting personnel issues.

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

### LABORATORY POLICY

The Laboratory disseminates its affirmative action (AA) policies both internally and externally through the following practices:

The Laboratory policy on Nondiscrimination prohibits discrimination against or harassment of any persons employed by or seeking employment with the Laboratory on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).<sup>2</sup> This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

Laboratory policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and /or adverse actions related to employment.

The Laboratory also undertakes affirmative action regarding women and minorities, individuals with disabilities, and covered veterans.<sup>3</sup>

<sup>1</sup> Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>2</sup> Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

<sup>3</sup> Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>LABORATORY POLICY (CONTINUED)</b>	In addition, it is the policy of the Laboratory to undertake affirmative action, consistent with its obligations as a federal contractor, for minorities, women; persons with disabilities; and covered veterans <sup>4</sup> through formally written affirmative action plans as required by federal law. The Laboratory commits itself to apply every good-faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements and are consistent with University standards of quality and excellence.
<b>HARASSMENT</b>	Pursuant to §60-250.44(e) and §60-741.44(e), the Laboratory has developed and implemented procedures to ensure that employees are not harassed because of their status as a covered veteran or individual with a disability. These measures include stating the Laboratory's nondiscrimination and harassment policies in the Laboratory's RPM, addressing nondiscrimination and harassment in supervisor and manager training courses, and providing a variety of formal and informal complaint resolution options.
<b>INTERNAL DISSEMINATION OF POLICY</b>	
<b>AVAILABILITY OF PLAN</b>	This written Affirmative Action Program for covered veterans and qualified individuals with a disability is available for inspection by any employee or qualified job applicant for employment upon request during regular business hours at the Equal Employment Opportunity Office. A copy of the program is distributed to each Division Director.
<b>POSTERS</b>	At several locations, EEO/AA notices are posted in areas where they can readily be seen by employees and qualified job applicants. Among these notices are (a) the U.S. Department of Labor poster which informs qualified applicants and employees in English and in Spanish of employment rights of Qualified Individuals with a Disability and covered veterans on the Family Medical Leave Act, (b) the U.S. Equal Employment Opportunity Commission's poster "Equal Employment Opportunity is the Law," and (c) Department of Fair Employment and Housing poster in English and Spanish prohibiting discrimination in employment.



# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>PUBLICATIONS</b>	<p>The commitment to affirmative action is publicized by setting forth the policy statement annually and in material/publications used for recruitment purposes.</p> <p>Reasonable Accommodation is described in the <i>Regulations &amp; Procedures Manual</i> which includes information on special selection procedures for employees with a disability.</p>
<b>SELF IDENTIFICATION FORM</b>	<p>All employees who believe themselves' to be covered by either the Rehabilitation Act or the Vietnam Era Readjustment Assistance Act are invited to identify themselves voluntarily. All qualified job applicants will receive a self-identification form after an offer of employment has been extended. On an annual basis, an invitation for employees to self-identify is requested through the Laboratory's internal newsletter.</p> <p>The information provided is kept confidential, except that supervisors may be informed regarding restrictions on duties and appropriate accommodations. Health Services and safety personnel may be informed, where appropriate, if a condition might require emergency treatment, and government officials investigating the Laboratory's compliance with relevant affirmative action regulations shall be provided relevant information on request.</p>
<b>EXTERNAL DISSEMINATION OF POLICY</b>	
<b>RECRUITING SOURCES</b>	<p>The Laboratory enlists numerous recruiting sources, including the State of California Employment Development Department, Department of Rehabilitation, educational/training agencies, and organizations for individuals with a disability and covered veterans. Representatives of the various recruiting sources are briefed by the Human Resources Department.</p>
<b>OUTREACH ACTIVITIES</b>	<p>To augment its efforts related to the employment and advancement of qualified individuals with a disability and covered veterans, the Laboratory conducts outreach through job opportunities publications.</p>

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>TECHNICAL ASSISTANCE</b>	Advice and technical assistance on proper placement, training, and accommodation possibilities for qualified workers with a disability are sought from the State of California Department of Rehabilitation and social service agencies and nonprofit organizations like the Center for Independent Living (CIL) that serve individuals with disabilities. For example, for advice on assistive devices and sign language interpreters for hearing-impaired employees or qualified applicants, the Laboratory utilizes the services of the CIL.
<b>PURCHASE ORDERS</b>	To ensure all its subcontractors and suppliers know of and prescribe to its policy, the Laboratory, consistent with the requirements of the regulations implementing Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, has incorporated clauses in its procurement documents (including requests for quotations, purchase orders, and subcontracts) that prohibit unlawful discrimination; promote equal employment opportunity and affirmative action in employment for women and minorities, persons with a disability, and covered veterans; and encourage utilization of small businesses owned and controlled by socially and economically disadvantaged individuals.
<b>RESPONSIBILITY FOR IMPLEMENTING POLICY</b>	Refer to Section 3, Responsibility for Implementation.
<b>OFFERS OF EMPLOYMENT</b>	The Laboratory does not reduce the amount of compensation in its employment offers to disabled individuals and covered veterans because of disability income, pension, or any other benefit.
<b>ACCOMMODATION</b>	The Laboratory will continue to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified special disabled veteran or individual with a disability unless such an accommodation would impose undue hardship on the conduct of business, taking into account the impact of the accommodation on the Laboratory's ability to conduct business, the nature and net cost of the accommodation needed, the overall financial resources for providing reasonable accommodation, and the impact of the accommodation on the ability of other employees to perform their duties. The following are examples of accommodations that may be made.

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>JOB RESTRUCTURING</b>	The Laboratory will accommodate a qualified individual with a disability by carefully reviewing the employee's abilities and limitations and making every reasonable effort to provide appropriate accommodation so that the employee can perform the essential functions of his or her present position.
<b>RETURN-TO-WORK PROCEDURE AND POLICY</b>	The Laboratory's Return-to-Work Procedure/Policy defines the role of the employee, supervisor and the department head in effecting, where medically indicated, the worker's return to full duty by providing transitional or temporary restricted-duty work. This program is coordinated with the assistance of the Integrated Disability Management's Return-to-Work Specialist and Benefits Coordinator and Health Services' Clinical Staff.
<b>FLEXIBLE WORK HOURS</b>	It is the Laboratory's policy to make flexible working hours available to all employees through the implementation of flextime which allows employees to redistribute their work hours within a framework defined by management. Flextime makes it possible for the Laboratory to accommodate the special needs of employees with a disability (i.e., time off for rehabilitative treatment or therapy).
<b>SIGN-LANGUAGE INTERPRETING SERVICES</b>	A purchase order was initiated in FY83 and has been renewed annually to provide interpreting services for hearing-impaired Laboratory employees and qualified job applicants. This blanket purchase order utilizes the services of the CIL. Upon request, the agency will send out an interpreter and charge the Laboratory for the services rendered.
<b>PHONIC EAR SYSTEM</b>	The Phonic Ear System is intended to accommodate hearing-impaired employees and visitors by making the Building 50 Auditorium accessible. The Phonic Ear System is designed to amplify sounds for those with hearing impairments. The system is portable and can be used in other rooms. The availability of amplification units is included in each Building 50 Auditorium program announcement.
<b>DISABLED LIFT</b>	A disabled lift is available for use by persons with a disability for access from the parking lot to the Cafeteria and Building 70.

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>TELECOMMUNICATION DEVICES FOR THE DEAF</b>	<p>Telecommunications Devices for the Deaf (TDD), acquired by the Laboratory several years ago, are now being used by hearing-impaired employees. When a person is making a telephone call, the phone receiver is placed on the TDD and a signal is carried over the telephone lines. The person being called is alerted when the light on the device goes on. The message can be read either from an LCD display or printout of the conversation. By having the TDD available, hearing-impaired employees can call in to report absences or convey other necessary information to their supervisors; conversely, they can be reached at home, if necessary.</p>
<b>SHUTTLE BUS</b>	<p>The Laboratory currently operates busses with wheelchair access. The Bus Services continually provides all bus operators with training on transporting passengers with special needs. Providing such a service complies with the requirements of the Rehabilitation Act of 1973, which specifies that a contractor must make services available to other individuals with disabilities, unless the contractor can show that the accommodations would create an undue hardship on the business.</p>
<b>REASONABLE ACCOMMODATION AND DISABILITY MANAGEMENT</b>	<p>The Laboratory has a Return-to-Work Specialist/ADA Coordinator to provide consultation in job modification, job transfer, transitional-duty and return-to-work services to employees who are medically restricted from performing all the essential functions of their job. The Specialist also acts as facilitator to HR staff, supervisors and managers in the interactive process and reasonable accommodation of qualified employees with disabilities.</p> <p>The Return-to-Work Specialist/ADA Coordinator is available to employees and to their departments for consultation on the specifics of reasonable accommodation. All related services within the Laboratory contribute to the ultimate goal of accommodating the employee with a disability within the Laboratory community.</p>
<b>AMERICANS WITH DISABILITIES ACT (ADA) &amp; FAIR EMPLOYMENT &amp; HOUSING ACT (FEHA)</b>	<p>Written guidelines for implementing the employment provisions of the ADA and FEHA are available to administrators, managers, and supervisors at Berkeley Lab.</p>

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>GUIDELINES</b>	Written guidelines for implementing the employment provisions of the ADA and of FEHA are available to administrators, managers, and supervisors at the Laboratory.
<b>INTEGRATED DISABILITY MANAGEMENT GROUP (HEALTH SERVICES)</b>	The Laboratory's Integrated Disability Management Group in Health Services provides consultation in the coordination of disability benefits and medical leaves of absences. The group includes the Disability Management Analyst, the Disability Leave Coordinator and the Return-to-Work Specialist. Other disciplines are consulted as needed on a case-by-case basis. The team approach ensures the application of all available resources at the Laboratory to the job accommodation and stay-at-work/return-to-work efforts.
<b>ADA ACCOMMODATION FUND</b>	The Laboratory has made significant investments in keeping individual employees with disabilities on the job by utilizing the ADA Accommodation Fund. Types of accommodations have included major bathroom modifications, a specially-fabricated workstation, electronic door openers, designated parking spaces, tele-sensory devices, wheelchair ramps, various special appliances, and a contract with a disability para-transit shuttle service. For recent upgrades, please refer to page 10-7 under "Disability-Accessible Building's at the Berkeley Lab."
<b>SPECIAL SELECTION PROCEDURE</b>	The Laboratory has initiated a special selection procedure which provides employees who can no longer perform their usual and customary duties due to medical reasons with a preferential access to open positions for which they are qualified. The procedure involves a coordinated multidisciplinary effort for both industrial and non-industrial cases. The process is outlined in the Return-to-Work Procedure/Policy.
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	The Laboratory-contracted Employee Assistance Program is available to all employees and provides confidential counseling for all kinds of problems, including those relating to divorce, family, alcohol, drugs, finances, job-related concerns, anxiety, depression, stress, and interpersonal relationships at work. When an employee requests help with an alcohol or drug problem, the Laboratory grants sick leave for participation in approved rehabilitation programs. The Laboratory also arranges for short-term psychotherapy and chemical dependency therapy, when appropriate. The Laboratory maintains a medical service facility to treat injuries and minor ailments and to advise employees on conditions that should be discussed with or treated by an outside physician. Other health services are provided by the Laboratory and are described in the <i>Regulations &amp; Procedures Manual</i> .

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>PARKING SPACES</b>	At some locations, there are parking spaces identified as reserved for persons with a disability. In addition, reserved parking privileges for employees with a physical disability may be authorized by the Laboratory's Parking Services Manager when the need is verified by the Laboratory's Health Services staff.																										
<b>FACILITY MODIFICATION</b>	<p>The Laboratory has evaluated the accessibility of facilities commonly shared by guests and employees. As a result of this evaluation, the following facilities were made ADA compliant by administrative or structural changes:</p> <ul style="list-style-type: none"> <li>• Building 50, Administration</li> <li>• Building 50, Auditorium</li> <li>• Building 54, Cafeteria</li> <li>• Building 65, Reception Center</li> <li>• Building 937, Procurement</li> <li>• Building 937, Human Resources</li> </ul> <p>The Facilities Department is responsible for design and construction of new buildings, additions, and modifications. All new facilities will be constructed in full compliance with Title 24 of the California Administrative Code, which includes ADA requirements.</p>																										
<b>DISABILITY-ACCESSIBLE BUILDINGS AT THE BERKELEY LAB</b>	<p>Completed projects covering new facilities and modifications to existing facilities designed to meet the then-current barrier-free access requirements for persons with a disability are shown below:</p> <table> <thead> <tr> <th>Building</th><th>Description</th></tr> </thead> <tbody> <tr> <td>2</td><td>Access, Toilets and Parking</td></tr> <tr> <td>3</td><td>Access, Toilets, Automatic Door, Parking</td></tr> <tr> <td>6</td><td>Light Source Addition - Access, Toilets and Parking.</td></tr> <tr> <td>16</td><td>Addition - Access</td></tr> <tr> <td>26</td><td>Health Services - Access, Toilets and Parking</td></tr> <tr> <td>29</td><td>Trailers - Access, Toilets Automatic Door and Parking</td></tr> <tr> <td>31</td><td>Access, Toilets and Parking</td></tr> <tr> <td>44A</td><td>Trailer – Access</td></tr> <tr> <td>44B</td><td>Trailer – Access</td></tr> <tr> <td>46</td><td>Access, Toilets and Parking</td></tr> <tr> <td>46A</td><td>Access, Toilets and Parking</td></tr> <tr> <td>48</td><td>Fire Station – Access, Toilets and Parking</td></tr> </tbody> </table>	Building	Description	2	Access, Toilets and Parking	3	Access, Toilets, Automatic Door, Parking	6	Light Source Addition - Access, Toilets and Parking.	16	Addition - Access	26	Health Services - Access, Toilets and Parking	29	Trailers - Access, Toilets Automatic Door and Parking	31	Access, Toilets and Parking	44A	Trailer – Access	44B	Trailer – Access	46	Access, Toilets and Parking	46A	Access, Toilets and Parking	48	Fire Station – Access, Toilets and Parking
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# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>DISABILITY- ACCESSIBLE BUILDINGS AT THE BERKELEY LAB (CONTINUED)</b>	50 Aud.	Access, Toilets, Wheelchair Clearance and Parking
	50A, 50B, 55, 70A, 72 and 90	Elevator Improvements and Control Panels
	50A, 50B, 50E, and 50F	Access, Parking and Toilets; Access to and Toilet for Auditorium
	50C	Access and Parking
	50D	Access, Toilet and Parking
	51	Access and Toilet
	51N	Access and Parking
	54	Cafeteria - Access, Toilets and Parking
	55	Access, Toilets and Parking
	62	Access, Toilets and Parking
	65	Reception Center Access and Toilets
	66	Access, Toilets and Parking
	69	Access, Toilets and Parking
	70	Access, Toilets and Parking
	70A	Access, Toilets and Parking
	71	Second Floor - Access
	72	ARM Addition - Access, Toilets, and Parking in Support Laboratory
	74	Laboratory Addition - Access and Parking
	75B	Access, Toilets and Parking
	77	Access and Women's Toilet
	77A	Phase I - Access and Parking
	83	Access, Toilets and Parking
	90	Access, Toilets and Parking
	90	Trailer Complex - Access, Toilets and Parking
	937	Access, Toilets and Parking
	Phone Access	Various Locations at the Laboratory
	Shuttle Buses	Equipped with AA Accessibility

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>PERSONNEL PRACTICES AND PROCEDURES</b>	In addition to the activities previously mentioned, the Laboratory has utilized and will continue to utilize the following measures to promote equal employment opportunity/affirmative action for qualified individuals with a disability and covered veterans.
<b>HIRING AND PROMOTION</b>	The Laboratory has reviewed its personnel processes and determined that the present procedures ensure careful, thorough, and systematic consideration of the job qualifications of known qualified individuals with disabilities and covered veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. Personnel practices and procedures do not stereotype individuals with a disability and covered veterans in a manner which would limit their access to jobs for which they are qualified. Further, in determining the qualifications of a covered veteran, the Laboratory will consider only that portion of the military record relevant to the specific job qualifications for which the veteran is being considered.
<b>RECRUITING</b>	<p>Appropriate outreach and positive recruitment activities are being undertaken. The Laboratory will continue to enlist the assistance and support of appropriate recruiting sources, including State Employment Development Department, vocational rehabilitation agencies or facilities, college disabled students' placement offices, educational/ training agencies, and organizations of or for individuals with a disability and covered veterans</p> <p>Examples of the Laboratory's recruitment sources for individuals with a disability and covered veterans include: Deaf Self Help, The Center for Independent Living, San Francisco Rehabilitation Center, Rehabilitation Services of Northern California, Toolworks, San Francisco Vocational Center, and the Department of Rehabilitation.</p> <p>The Laboratory has joined with the Berkeley Veteran's Assistance Center, Swords to Plowshares (San Francisco), the EDD Disabled Veteran's Outreach Program (Berkeley), and other veteran organizations in an effort to recruit veterans for positions.</p> <p>Outreach recruitment efforts have resulted in direct contact with various agencies representing individuals with a disability, and covered veterans. Berkeley Lab Human Resources Department coordinates recruitment efforts for individuals with disabilities and covered veterans to ensure that pre-employment problems in interviewing, accommodation issues, and job analyses and restructuring are adequately addressed.</p>



# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

<b>SELF ANALYSIS, INTERNAL AUDIT &amp; JOB QUALIFICATION REQUIREMENTS</b>	On an ongoing basis, as job requisitions are received, Human Resources Department staff reviews the physical and mental job qualification standards of each position to ensure that qualifications are job-related for the position in question and are consistent with business necessity. As required by the Americans with Disabilities Act and the Fair Employment & Housing Act, all job postings identify essential and marginal job requirements.
<b>UPDATE</b>	This Affirmative Action Program shall be reviewed and updated annually. If there are any significant changes in procedures, rights or benefits as a result of the annual updating, those changes will be communicated to employees and qualified applicants for employment.
<b>BENEFITS</b>	Employees who are covered veterans or who have disabilities receive the same benefits as other employees.
<b>DATA RECORDS</b>	The Laboratory captures and can identify personnel actions of individuals with disabilities and covered veteran qualified job applicants and employees. The Laboratory maintains records of complaints involving employees with disabilities and covered veterans for at least one year.
<b>AUDIT AND REPORTING SYSTEMS</b>	<p>The Laboratory maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates and to respond to any specific complaints qualified applicants or employees file with the Laboratory. Overall responsibility for the implementation of the Laboratory's equal employment opportunity programs and for affirmative action compliance activities is assigned to the Laboratory's EEO/AA Manager.</p> <p>Employment records of individual personnel actions on qualified individuals with disabilities and covered veterans are maintained. The Records Team maintains all manual files on personnel actions. The Information System Group in HR maintains electronic files on personnel actions. Records of numbers of individuals with disabilities and covered veterans involved in personnel actions are maintained.</p>

# Affirmative Action Program

## Section 10

## Affirmative Action Plan for Covered Veterans and Persons with Disabilities

### AUDIT AND REPORTING SYSTEMS (CONTINUED)

The laboratory has implemented an audit and reporting system that measures the effectiveness of the affirmative actions program, indicates any need for remedial action and measures compliance with specific program obligations. If any aspect of the affirmative action program is found to be deficient, the Laboratory will under take necessary action to bring the program into compliance.

### TRAINING AND EDUCATIONAL OPPORTUNITIES

Personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes are carefully selected and trained to ensure that the commitments in the Laboratory's Affirmative Action Program are implemented. Personnel with known disabilities and covered veterans are provided the opportunity to participate in all company sponsored educational, training, recreational, and social activities.

<b>Affirmative Action Program</b>	
<b>Appendix A</b>	<b>Job Group Analysis</b>

See Following Job Group Analysis

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>H1 LAB SCIENTIFIC MANAGEMENT</u></b>	18.75	25.00
ASSOCIATE LABORATORY DIRECTOR 198.3		
DEPUTY DIRECTOR 198.4		
LABORATORY DIRECTOR 198.5*		
MANAGEMENT III 199.3		
MANAGEMENT IV 199.4		
OPS DIVISION DIRECTOR 197.1		
SCIENTIFIC DIVISION DIRECTOR 197.2		
<b><u>H2 LAB OPERATIONS MANAGEMENT</u></b>	38.89	16.67
MANAGEMENT I 199.1		
MANAGEMENT II 199.2		
<b><u>H3 ADMINISTRATIVE MANAGEMENT</u></b>	62.26	18.87
AUDIT GROUP LEADER I10.5		
BUSINESS MANAGER A30.5		
FINANCE MANAGER I, ACCOUNTING F17.1		
FINANCE MGR I, CONTRACTS F37.1		
FINANCE MGR I, RESOURCE F26.1		
FINANCE MGR I, SUBCONTRACTS F28.1		
FINANCE MGR II, PROPERTY MGMT F34.2		
FINANCE MGR II, RESOURCE F26.2		
FINANCE MGR II, FINANCIAL ANALY F24.2		
FINANCE MGR III, FIELD OPS F26.3		
FINANCE MGR III, FINANCE SYST F39.3		
FINANCE MGR III, PROCURE/PROP F35.3		
FINANCE MGR IV, BUDGET OFFICER F24.4		
FINANCE MGR IV, CONTROLLER F18.4		
FINANCE MGR IV, PROCURE/PROP F35.4		
HR MANAGER I (BENEFITS) B70.6		
HR MANAGER I (SERVICE CENTER) B20.6		
HR MANAGER II (COMP/BEN) B10.7		
HR MANAGER II (EEO/AA) B90.7		
HR MANAGER II (SERVICE CENTER) B20.7		
HR MANAGER II (TRAIN/DEVELOP) B91.7		
HR MANAGER II HRIS/HR OPERATIO B40.7		
LICENSING MANAGER 1 J20.2		
MARKETING COMM MANAGER 1 P40.2		
PUBLIC AFFAIRS MANAGER 1 P50.2		
SR BUSINESS MANAGER A30.6		

\*The Laboratory Director is reported in the University of California Office of the President (UCOP) Affirmative Action Plan.

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>H4 TECHNICAL MANAGEMENT</u></b>	15.63	15.63
COMPUTER SYSTEMS GROUP LEAD C61.5		
COMPUTER SYSTEMS MANAGER 2 C61.6		
COMPUTER SYSTEMS MANAGER 3 C61.7		
EH&S MANAGER 1 H00.5		
EH&S MANAGER 2 H00.6		
EH&S MANAGER 3 H00.7		
ELECTRONICS ENG TECH MANAGER O60.4		
FACILITIES ENGINEERING MGMT 1 G00.6		
FACILITIES TECHNICAL MANAGER O20.4		
FACILITIES TECHNICAL SUPERNDT O20.3		
MECH ENG TECH SUPERINTENDENT O50.3		
MECHANICAL ENG TECH MANAGER O50.4		
PROGRAM MANAGER 5 Z10.5		
PROJECT MANAGER 4 Z20.4		
TECHNICAL SUPPORT SUPERNDT O40.3		
<b><u>J1 BIO SCIENCES</u></b>	33.05	27.12
BIOCHEMIST DIST SCIENTIST/ENGR S03.7		
BIOCHEMIST RESEARCH SCI/ENGR S03.2		
BIOCHEMIST SENIOR SCI/ENGR S03.6		
BIOCHEMIST STAFF SCI/ENGR S03.4		
BIOINFORMATICIST PD FELLOW R04.1		
BIOINFORMATICIST PROJECT SE S04.P		
BIOINFORMATICIST RESEARCH SE S04.1		
BIOLOGICAL ENGINEER STAFF SCI S10.4		
BIOLOGICAL ENGR PROJECT SCI S10.P		
BIOLOGIST POSTDOC FELLOW R05.1		
BIOLOGIST PROJECT SCI/ENGR S05.P		
BIOLOGIST RESEARCH SCI/ENGR S05.1		
BIOLOGIST RESEARCH SCI/ENGR S05.2		
BIOLOGIST SENIOR SCI/ENGR S05.6		
BIOLOGIST STAFF SCI/ENGR S05.4		
BIOPHYSICIST POSTDOC FELLOW R07.1		
BIOPHYSICIST PROJECT SCI/ENGR S07.P		
BIOPHYSICIST RESEARCH SCI/ENGR S07.1		
BIOPHYSICIST RESEARCH SCI/ENGR S07.2		
BIOPHYSICIST SENIOR SCI/ENGR S07.6		
BIOPHYSICIST STAFF SCI/ENGR S07.3		
BIOPHYSICIST STAFF SCI/ENGR S07.4		
CMPL BIOLOGIST RESEARCH SE S06.1		
CMPL BIOLOGIST STAFF SCI/ENGR S06.4		
COMPL BIOLOGIST RES SCI/ENGR S06.2		
COMPUTATIONAL BIO PD FELLOW R06.1		
COMPUTATIONAL BIOL PROJECT SE S06.P		
GENETICIST POSTDOC FELLOW R08.1		
GENETICIST STAFF SCI/ENGR S08.4		
MEDICAL STAFF SCIENTIST/ENGR S02.4		
PHYSIOLOGIST PROJECT SCI/ENGR S09.P		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
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### **J2 CHEMIST**

20.63	26.98
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CHEMICAL STAFF ENGINEER S34.4  
CHEMIST DIVISIONAL FELLOW S11.5  
CHEMIST POSTDOC FELLOW R11.1  
CHEMIST PROJECT SCIENTIST/ENGR S11.P  
CHEMIST RESEARCH SCI/ENGR S11.1  
CHEMIST RESEARCH SCI/ENGR S11.2  
CHEMIST SENIOR SCI/ENGR S11.6  
CHEMIST STAFF SCI/ENGR S11.3  
CHEMIST STAFF SCI/ENGR S11.4

### **J3 PHYSIST**

9.36	24.56
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CHAMBERLAIN FELLOWS R13.C  
PHYSICIST DISTINGUISHED SE S13.7  
PHYSICIST DIVISIONAL FELLOW S13.5  
PHYSICIST POSTDOC FELLOW R13.1  
PHYSICIST PROJECT SCI/ENGR S13.P  
PHYSICIST RESEARCH SCI/ENGR S13.1  
PHYSICIST RESEARCH SCI/ENGR S13.2  
PHYSICIST SENIOR SCI/ENGR S13.6  
PHYSICIST STAFF SCI/ENGR S13.3  
PHYSICIST STAFF SCI/ENGR S13.4

### **J4 COMPUTER SCIENTIST**

9.59	24.66
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COMPUTATIONAL PROJECT SCI/ENG S39.P  
COMPUTATIONAL RESEARCH SCI/ENG S39.1  
COMPUTATIONAL RESEARCH SCI/ENG S39.2  
COMPUTATIONAL SCI PD FELLOW R39.1  
COMPUTATIONAL SR SCI/ENGR S39.6  
COMPUTATIONAL STAFF SCI/ENGR S39.3  
COMPUTER PROJECT SCI/ENGR S38.P  
COMPUTER RESEARCH SCI/ENGR S38.1  
COMPUTER RESEARCH SCI/ENGR S38.2  
COMPUTER SENIOR SCI/ENGR S38.6  
COMPUTER STAFF SCI/ENGR S38.4  
MATHEMATICIAN RESEARCH SCI/ENG S37.2  
MATHEMATICIAN SENIOR SCI/ENGR S37.6  
MATHEMATICIAN STAFF SCI/ENGR S37.4  
STATISTICIAN STAFF SCI/ENGR S40.4

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>J5 ENGINEERS</u></b>	4.17	20.83
ELECTRONIC RESEARCH SCI/ENGR S35.1		
ELECTRONIC SR SCIENTIST/ENGR S35.6		
ELECTRONIC STAFF SCI/ENGR S35.4		
MECHANICAL RESEARCH SCI/ENGR S36.2		
MECHANICAL SENIOR SCI/ENGR S36.6		
MECHANICAL STAFF SCI/ENGR S36.4		
<b><u>J6 EARTH SCIENCES</u></b>	15.00	25.00
GEOLOGICAL PROJECT SCIENTIST S15.P		
GEOLOGICAL RESEARCH SCIENTIST S15.1		
GEOLOGICAL RESEARCH SCIENTIST S15.2		
GEOLOGICAL SENIOR SCIENTIST S15.6		
GEOLOGICAL STAFF ENGINEER S28.4		
GEOLOGICAL STAFF SCIENTIST S15.4		
<b><u>J7 ECONOMICS</u></b>	11.11	25.93
ARCHITECT STAFF SCI/ENGR S47.4		
ENERGY/ENV POLICY SR SE S48.6		
ENRGY/ENG POLICY RES SCI/ENGR S48.2		
ENRGY/ENV POLICY STAFF SCI/ENG S48.4		
<b><u>J8 MATERIAL SCIENCES</u></b>	9.68	32.26
MATERIALS POSTDOC FELLOW R14.1		
MATERIALS PROJECT SCI/ENGR S14.P		
MATERIALS RESEARCH SCI/ENGR S14.2		
MATERIALS SENIOR SCI/ENGR S14.6		
MATERIALS STAFF SCI/ENGR S14.3		
MATERIALS STAFF SCI/ENGR S14.4		
<b><u>K1 PROF ADMIN SUPPORT</u></b>	90.77	40.00
ADMINISTRATOR A40.2		
PR SUPERVISOR, ADMIN SCVS A20.4		
SR ADMINISTRATOR A40.3		
SR SUPERVISOR, ADMIN SCVS A20.3		
SUPERVISOR, ADMIN SCVS A20.2		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>K2 HUMAN RESOURCES</u></b>	77.50	55.00
ASSC EEO/AA ANALYST B90.1		
COMPENSATION CONSULTANT B10.6		
EEO/AFFIRMATIVE ACTION ANALYST B90.2		
HR DIVISION PARTNER B21.2		
IRSO ADVISOR B80.2		
POLICIES ANALYST B81.4		
PRINCIPAL COMPENSATION ANALYST B10.4		
PRINCIPAL HRIS ANALYST B40.4		
PRINCIPAL IRSO ADVISOR B80.4		
SENIOR BENEFITS ANALYST B70.3		
SENIOR HR DIVISION PARTNER B21.4		
SENIOR HRIS ANALYST B40.3		
SENIOR LER CONSULTANT B50.6		
SR TRAINING SPECIALIST B91.3		
<b><u>K3 FINANCIAL SUPPORT</u></b>	78.26	50.00
ACCOUNTANT F16.2		
ASSOC RESOURCE ANALYST F25.1		
ASSOCIATE ACCOUNTANT F16.1		
AUDIT SPECIALIST I10.2		
FINANCIAL ANALYST F23.2		
LEAD ACCOUNTANT F16.5		
LEAD BUSINESS PROCESS ANALYST F44.5		
LEAD CONTRACTS OFFICER F36.5		
LEAD FINANCIAL ANALYST F23.5		
LEAD RESOURCE ANALYST F25.5		
LEAD SUBCONTRACTS ADMIN F27.5		
LEAD, TRAINING AND DEVELOPMENT F46.5		
PR ACCOUNTANT F16.4		
PR CONTRACTS OFFICER F36.4		
PR FINANCIAL ANALYST F23.4		
PR PAYROLL SPECIALIST F21.4		
PR PROPERTY SPECIALIST F33.4		
PR RESOURCE ANALYST F25.4		
PR SUBCONTRACTS ADMINISTRATOR F27.4		
PRINCIPAL AUDITOR I10.4		
PROPERTY SPECIALIST F33.2		
RESOURCE ANALYST F25.2		
SENIOR AUDITOR I10.3		
SR ACCOUNTANT F16.3		
SR CONFERENCE PLANNER F41.3		
SR DISTRIBUTED PURCHASING ADM F50.2		
SR DISTRIBUTED PURCHASING COOR F31.3		
SR FINANCIAL ANALYST F23.3		
SR RESOURCE ANALYST F25.3		
SR SUBCONTRACTS ADMINISTRATOR F27.3		
SR TRAVEL SPECIALIST F42.3		
SUBCONTRACTS ADMINISTRATOR F27.2		



# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
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TRAVEL SPECIALIST F42.2

### **K4 LEGAL**

57.14

42.86

LICENSING ANALYST J10.1

PATENT ATTORNEY 1 L10.1

PATENT ATTORNEY 2 L10.2

PATENT ATTORNEY 3 L10.3

PATENT/LEGAL COUNSEL MGMT L40.5

SR LICENSING ASSOCIATE J10.3

### **K5 TECHNICAL EDITOR**

53.85

38.46

TECH INFO SPECIALIST 5 TS1.5

WRITER/EDITOR 2 Y10.2

WRITER/EDITOR 3 Y10.3

WRITER/EDITOR 4 Y10.4

### **K6 OTHER ADMIN PROFESSIONAL**

49.46

27.96

ADMINISTRATIVE SPECIALIST 2 K10.2

ADMINISTRATIVE SPECIALIST 3 K10.3

ADMINISTRATIVE SPECIALIST 4 K10.4

ADMINISTRATIVE SPECIALIST 5 K10.5

ARCHIVES & RECORDS SPEC 2 AC1.2

ARCHIVES & RECORDS SPEC 3 AC1.3

ARCHIVES & RECORDS SPEC 4 AC1.4

EDUCATIONAL PROGRAM ADMIN 495.1

MARKETING COMM SPECIALIST 2 P10.2

MARKETING PUB WRITER 3 P20.3

MATERIAL SPECIALIST MN1.1

PROGRAM MANAGER 1 Z10.1

PROGRAM MANAGER 2 Z10.2

PROGRAM MANAGER 3 Z10.3

PROGRAM MANAGER 4 Z10.4

PROJECT CONTROLS ANALYST Z20.0

PROJECT MANAGER 2 Z20.2

PROJECT MANAGER 3 Z20.3

PUBLIC AFFAIRS SPECIALIST 2 P30.2

PUBLIC AFFAIRS SPECIALIST 3 P30.3

PUBLIC AFFAIRS SPECIALIST 4 P30.4

PUBLIC AFFAIRS SUPERVISOR P50.1

SR. MATERIAL SPECIALIST MN1.2

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>L1 INFORMATION TECHNICIAN</u></b>	22.50	32.19
BUSINESS/SYSTEMS ANALYST 2 D10.2		
BUSINESS/SYSTEMS ANALYST 1 D10.1		
BUSINESS/SYSTEMS ANALYST 3 D10.3		
BUSINESS/SYSTEMS ANALYST 4 D10.4		
COMPUTER SYSTEMS ENGINEER 1 C60.1		
COMPUTER SYSTEMS ENGINEER 2 C60.2		
COMPUTER SYSTEMS ENGINEER 3 C60.3		
COMPUTER SYSTEMS ENGINEER 4 C60.4		
COMPUTER SYSTEMS ENGR TRAINEE C60.0		
DATABASE ADMINISTRATOR 3 D25.3		
DESKTOP SYSTEMS SPEC TRAINEE DD1.0		
DESKTOP SYSTEMS SPECIALIST 1 DD1.1		
DESKTOP SYSTEMS SPECIALIST 2 DD1.2		
HELP DESK SPECIALIST 1 DH1.1		
HELP DESK SPECIALIST TRAINEE DH1.0		
ORACLE DEVELOPER 3 D40.3		
SOFTWARE DEVELOPER 1 D50.1		
SOFTWARE DEVELOPER 2 D50.2		
SOFTWARE DEVELOPER 3 D50.3		
SOFTWARE DEVELOPER 4 D50.4		
SOFTWARE DEVELOPER 5 D50.5		
SYSTEMS ADMINISTRATOR 1 D55.1		
SYSTEMS ADMINISTRATOR 2 D55.2		
SYSTEMS ADMINISTRATOR 3 D55.3		
SYSTEMS ADMINISTRATOR 4 D55.4		
WEB ADMINISTRATOR 4 D60.4		
WEB DEVELOPER 2 D65.2		
WEB DEVELOPER 3 D65.3		
<b><u>L2 MECHANICAL ENGINEER</u></b>	6.06	21.21
MECHANICAL ENGINEER 2 E10.2		
MECHANICAL ENGINEER 3 E10.3		
MECHANICAL ENGINEER 4 E10.4		
MECHANICAL ENGINEER 5 E10.5		
<b><u>L3 ELECTRICAL ENGINEER</u></b>	0.00	22.73
ELECTRONIC ENGINEER 2 E20.2		
ELECTRONIC ENGINEER 3 E20.3		
ELECTRONIC ENGINEER 4 E20.4		
ELECTRONIC ENGINEER 5 E20.5		
IC DESIGN ENGINEER 2 E30.2		
IC DESIGN ENGINEER 4 E30.4		
IC DESIGN ENGINEER 5 E30.5		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>L4 ENVIRONMENT HEALTH &amp; SAFETY</u></b>	35.71	21.43
AIR QUALITY ENGINEER 4 H40.4		
EMERGENCY PREPAREDNESS SPEC 3 H90.3		
FIRE PROTECTION ENGINEER 3 H51.3		
FIRE PROTECTION ENGINEER 4 H51.4		
HEALTH PHYSICIST 1 H10.1		
HEALTH PHYSICIST 3 H10.3		
HEALTH PHYSICIST 4 H10.4		
INDUSTRIAL HYGIENIST 2 H60.2		
INDUSTRIAL HYGIENIST 3 H60.3		
INDUSTRIAL HYGIENIST 4 H60.4		
OCCUPATIONAL HEALTH NURSES II 600.2		
RADIOCHEMIST 4 H20.4		
REGULATORY COMPL ENG/SPEC 1 H80.1		
REGULATORY COMPL ENG/SPEC 3 H80.3		
REGULATORY COMPL ENG/SPEC 4 H80.4		
SAFETY ENGINEER/SPECIALIST 1 H50.1		
SAFETY ENGINEER/SPECIALIST 3 H50.3		
SAFETY ENGINEER/SPECIALIST 4 H50.4		
SR EH&S PROFESSIONAL H01.5		
TRAINING SPECIALIST 1 H55.1		
TRAINING SPECIALIST 2 H55.2		
WASTE MGMT PROFESSIONAL 3 H30.3		
WASTE MGMT PROFESSIONAL 4 H30.4		
<b><u>L5 FACILITIES</u></b>	15.38	15.38
FACIL CIVIL/STRUCTURAL ENGR 3 G20.3		
FACIL ELECTRICAL ENGR 3 G30.3		
FACIL ENERGY MGMT ENGR 3 G50.3		
FACILITIES ESTIMATOR 2 G70.2		
FACILITIES ESTIMATOR 3 G70.3		
FACILITIES PLANNER 1 G80.1		
FACILITIES PLANNER 3 G80.3		
MOVE COORDINATOR 2 GN1.2		
<b><u>L6 TECHNICAL SUPERVISOR</u></b>	10.00	45.00
ELEC ENG TECH SUPERVISOR O60.2		
FACILITIES TECHNICAL SUPVR O20.2		
MECHANICAL ENG TECH SUPERVISOR O50.2		
TECHNICAL SUPPORT SUPERVISOR O40.2		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>L7 TECHNICAL ASSOCIATE</u></b>	18.24	25.00
EH&S ENGINEER ASSOCIATE N20.1		
ELECTRONICS ENGR ASSOC N10.1		
ENGINEERING TECHNICAL ASSOC N60.1		
MECHANICAL ENGR ASSOC N30.1		
PLANT/FACIL ENGR ASSOC N40.1		
PR EH&S ENGINEER ASSOCIATE N20.3		
PR ELECTRONICS ENGR ASSOC N10.3		
PR ENGINEERING TECHNICAL ASSOC N60.3		
PR PLANT/FACIL ENGR ASSOC N40.3		
PR SCIENTIFIC ENGR ASSOC N50.3		
QUALITY ASSURANCE ENGINEER 3 Q10.3		
SCIENTIFIC ENGR ASSOC N50.1		
SR EH&S ENGINEER ASSOCIATE N20.2		
SR ELECTRONICS ENGR ASSOC N10.2		
SR ENGINEERING TECHNICAL ASSOC N60.2		
SR MECHANICAL ENGR ASSOC N30.2		
SR PLANT/FACIL ENGR ASSOC N40.2		
SR SCIENTIFIC ENGR ASSOC N50.2		
<b><u>L8 RESEARCH ASSOCIATE</u></b>	56.86	46.41
RESEARCH ASSISTANT 588.1		
RESEARCH ASSOC 381.1		
RESEARCH ASSOC PRINCIPAL 381.3		
RESEARCH ASSOC SR 381.2		
RESEARCH ASSOC STAFF 381.4		
RESEARCH ASSOCIATE SUPERVSR II 379.2		
SEQUENCING SPECIALIST 587.1		
<b><u>M1 COMPUTER TECHNICIAN</u></b>	0.00	75.00
HIGH PERFORMANCE COMP TECH 4 751.4		
HIGH PERFORMANCE COMPTech LEAD 751.5		
<b><u>M2 MECHANICAL TECHNICIAN</u></b>	0.00	17.50
MECHANICAL ENGR TECH I 706.1		
MECHANICAL ENGR TECH II 706.2		
MECHANICAL ENGR TECH III 706.3		
MECHANICAL ENGR TECH IV 706.4		
TELECOMM NETWORK/DATA COMM T 2 750.2		
TELECOMM NETWORK/DATA COMM T 3 750.3		
<b><u>M3 ELECTRONIC TECHNICIAN</u></b>	14.29	32.14
ELECTRONICS EG TECHNOLOGIST IV 702.4		
ELECTRONICS EG TECHNOLOGISTIII 702.3		
ELECTRONICS EGR TECHNOLOGISTII 702.2		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>M4 OTHER TECHNICIAN</u></b>	52.17	43.48
LEAD TECHNOLOGIST 720.0		
RESEARCH TECHNICIAN 795.1		
RESEARCH TECHNICIAN PRINC 795.3		
RESEARCH TECHNICIAN SR 795.2		
<b><u>M5 DESIGN/GRAPHIC</u></b>	50.00	25.00
GRAPHIC ARTS TECHNICIAN PRINC 781.3		
PHOTOGRAPHIC SPECIALIST IV 798.4		
TECHNICAL ILLUSTRATOR III 797.3		
TECHNICAL ILLUSTRATOR IV 797.4		
<b><u>M6 HEALTH/MEDICAL</u></b>	15.79	73.68
ANIMAL TECHNICIAN 2 744.2		
ANIMAL TECHNICIAN 3 744.3		
HEALTH/SAFETY TECH 741.1		
HEALTH/SAFETY TECH PRINCIPAL 741.3		
HEALTH/SAFETY TECH SPECIALIST 741.4		
RADIATION SAFETY TECH PRIN 740.3		
RADIATION SAFETY TECH, SPEC 740.4		
<b><u>M7 ACCELERATOR OPERATORS</u></b>	36.36	27.27
ACCELERATOR OPER PRINCIPAL 650.2		
ACCELERATOR OPERATOR 650.1		
ACCELERATOR OPERATOR, SPEC. 650.3		
<b><u>N1 OFFICE SUPPORT</u></b>	85.48	53.23
ADMINISTRATIVE ASSISTANT II 572.2		
ADMINISTRATIVE ASSISTANT III 572.3		
DISTRIBUTED PURCHASING ASST 589.1		
EXECUTIVE ASSISTANT 590.1		
EXECUTIVE ASST (CONFIDENTIAL) 591.1		
FINANCE ASSISTANT IV, PAYROLL FN6.4		
FINANCE/BUDGET ASST III 574.3		
PAYROLL ASSISTANT III 580.3		
REQUISITIONS ASSISTANT 583.1		
TRAVEL ASSISTANT III 578.3		
<b><u>N3 HUMAN RESOURCES SUPPORT</u></b>	100.00	85.71
HUMAN RESOURCES ASSISTANT II 584.2		
HUMAN RESOURCES ASSISTANT III 584.3		
<b><u>O1 MACHINE SHOP</u></b>	0.00	13.33
MECH ENGR MACHINIST ASST I 707.1		
MECHANICAL ENGR MACHINIST II 707.2		
MECHANICAL ENGR MACHINIST III 707.3		
MECHANICAL ENGR MACHINIST IV 707.4		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix A Job Group Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

<i>Job Groups/Job Titles</i>	<i>Female %</i>	<i>Minority %</i>
<b><u>O2 CRAFTS/TRADES</u></b>	2.08	35.42
AIR COND/REFRIG MECH 952.3		
CARPENTER 930.3		
CARPENTER LEAD 930.5		
ELECTRICIAN 940.3		
ELECTRICIAN LEAD 940.5		
HIGH VOLTAGE ELECTRICIAN 940.4		
HIGH VOLTAGE ELECTRICIAN LEAD 940.6		
LABORER SPECIALIST 920.5		
PAINTER 960.3		
PLUMBER/FITTER 950.3		
RIGGER (CERTIFIED CRANE OPR 925.4		
RIGGER 925.3		
SHEET METAL WORKER I 902.3		
SHEET METAL WORKER II 902.4		
<b><u>O3 MECHANICS REPAIR</u></b>	0.00	37.50
PLANT MAINTENANCE TECH LEAD 910.5		
PLANT MAINTENANCE TECH PRINC 910.3		
PLANT MAINTENANCE TECH SPEC 910.4		
<b><u>R1 CUSTODIAN</u></b>	44.83	82.76
CUSTODIAN 630.1		
CUSTODIAN SR 630.2		
<b><u>R2 OTHER SUPPORT</u></b>	31.25	56.25
DUPLICATION/BINDERY OPRTR 3 631.3		
MATERIAL HANDLER 3 566.3		
TECHNICAL ASSISTANT 1 724.1		
TECHNICAL ASSISTANT 2 724.2		
<b><u>R3 SEMI-SKILLED</u></b>	5.00	65.00
LABORER, SENIOR 789.3		
MOTOR VEHICLE MECHANIC 746.1		
PLANT ASSISTANT I 791.1		
PLANT ASSISTANT II 791.2		
PLANT ASSISTANT III 791.3		
TRUCK DRIVER 745.2		
TRUCK DRIVER LEAD 745.3		
<b><u>R4 BUS DRIVER</u></b>	33.33	100.00
BUS DRIVER 738.1		
BUS DRIVER LEAD 738.2		

# Affirmative Action Program

## Appendix B

## Availability Analysis

<b>OVERVIEW</b>	<p>The following discussion describes how the Laboratory performs availability analyses. The Laboratory uses availability estimates to set goals for underutilized job groups. The Laboratory Utilization Analysis found in Appendix C includes by job group, current information on utilization and availability of women and minorities in the following ethnic groups: Blacks, Hispanics, Asians/Pacific Islanders and American Indians/Alaskan Natives.</p>
<b>DEFINITION AND ROLE OF AVAILABILITY</b>	<p>The Availability Analysis estimates the percentages of qualified minorities and women available for employment in each identified job group. The Laboratory considers external labor market areas from which the Laboratory usually seeks or reasonably could seek workers to fill the positions and feeder job groups in the existing workforce when computing the potential workforce availability for Laboratory positions. The potential workforce is identified by considering current statistical data relevant to each job group.</p> <p>Availability plays a central role in affirmative action planning and provides a standard of comparison against which the Laboratory determines whether a job group is underutilizing women or minorities. Availability also defines the number of potential applicants from which the Laboratory could draw when seeking to enhance the employment opportunities of women and minorities; availability further helps to identify the ultimate employment goals the Laboratory should endeavor to meet.</p> <p>Estimating availability is not an exact science. In calculating data on external labor markets, it is not possible to quantify job interest, precisely match internal job titles with the characteristics of workers in the external labor market, and assess the qualifications of potential applicants so that these data may be incorporated statistically and accurately into the availability analysis.</p> <p>Moreover, the available data are less than perfect. The 2000 U.S. Census is the major source of information on external labor markets. Census data, however, do not always correspond well to Laboratory job titles, do not address skills or interests, become dated as the time between the plan year and the census year increases, and suffer from large-sampling variations for both small geographic areas and selected occupations. To some extent, these problems can be offset by supplementing census data with educational statistics, data on employee promotions and transfers, and applicant flow data. However, availability statistics are never more than estimates.</p>

# Affirmative Action Program

## Appendix B

## Availability Analysis

<p><b>DEFINITION AND ROLE OF AVAILABILITY</b> <b>(CONTINUED)</b></p>	<p>Availability estimates for all job groups at the Laboratory were calculated at the beginning of Fiscal Year 2008 (October 1st 2007). The regulation 41 CFR 60-2.14 requires the use of a two-factor analysis, stipulating the consideration of the following when calculating availability: (1) the percentage of minorities or women with requisite skills in the reasonable recruitment area; and (2) the percentage of minorities or women among those promotable, transferable, and trainable within the organization.</p>
<p><b>AVAILABILITY ANALYSIS</b></p>	<p>An availability analysis determines the proportions one might expect women and minorities to be represented in a job group, based on their availability in the relevant labor market. Additionally, this analysis creates the basis for determining whether women or minorities are underutilized within a job group, whereby goals will be established, equal to availability and will serve as reasonably attainable objectives in correcting underutilization. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). The analysis of the recruitment area and rationales of the weighting factors for each job group can be found in the External Sources (Factor 1) narrative.</p> <p>Listed below are the procedures used to develop the availability statistics for each job group in this plan.</p> <p>Define the Relevant Labor Market. Normal recruitment areas for each job group have been established based on review over time of areas from which new employees have been hired. These areas could be one or a combination of the following: the nation, the state of California, the five Bay Area counties: Alameda, Contra Costa, Marin, San Francisco, and Santa Clara, or the internal workforce of the Laboratory.</p>
<p><b>WEIGHTED FACTOR</b></p>	<p>In calculating availability statistics, each data set is weighted according to the proportions from which the Laboratory draws to occupy job groups. Personnel activities (e.g., hires and promotions) over the last three years are analyzed to assess the proportion of movement into job groups that came from external and internal labor markets. These proportions are used to weight availability estimates.</p>



# Affirmative Action Program

## Appendix B

## Availability Analysis

<p><b>DATA SOURCES</b></p>	<p>Personnel are recruited from within the Laboratory and external sources on multi-geographic levels. In general, external sources from which the Laboratory recruits come from three geographic levels: local, state, and national. If the characteristics of the national labor force and population were identical to the characteristics of state and local labor market areas, it would make no difference which demographic labor-force characteristics were used in analyzing the Laboratory's workforce availability.</p> <p>However, the proportions of minority population (and consequently labor-force characteristics) vary significantly from the county to the state to the national geographic areas.</p> <p>The Laboratory examines data for each job group within the geographical areas or recruitment area relevant to the nature of the positions within that job group. The research and development responsibilities of the Laboratory are of a highly specialized technical nature. The Laboratory workforce necessitates a mix of specialties often different from those available in the local labor market. As a result, the recruitment area for all job groups is not the same.</p> <p>For example, local or county census data are used as part of the calculation of data for the clerical job groups, whereas national census data are used for the Scientific and Engineering job groups. The percentage of women and minorities distributed within each job group will be relative (to a significant degree) to the availability in the appropriate recruitment area.</p> <p>Most clerical and technician positions (as well as many other occupations) will be recruited from the local area. Therefore, the distribution of women and minorities in these positions should be similar to the availability of women and minorities with the requisite skills in the local labor-market area.</p>
<p><b>EXTERNAL SOURCES (FACTOR 1)</b></p>	<p>Factor 1 of the availability computations reflects external sources of potential employees. Raw statistics for these factors are drawn from 2000 U.S. Census data for local geographic counties. The 2000 U.S. Census is the major source of information on external labor markets. Census data, however, do not always correspond well to Laboratory job titles, do not address skills or interests, and become dated as the time between the plan year and the census year increases. We have offset these problems to some extent by supplementing our availability calculations with educational statistics published by the Commission on Professionals in Science and Technology in September 2004.</p>

# Affirmative Action Program

## Appendix B

## Availability Analysis

<p><b>EXTERNAL SOURCES (FACTOR 1) (CONTINUED)</b></p>	<p>Local recruitment areas are selected when the required educational skill levels are such that is reasonable to expect that a diverse pool of qualified applicants exist within the five Bay Area counties. The recruitment area is statewide when it is necessary to broaden the applicant pool beyond the local area in order to get a diverse qualified pool. The recruitment area is nationwide for job groups with high levels of responsibility and/or expertise and therefore a national search is necessary to yield the strongest candidate pool.</p> <p>The reasonable recruitment area is local for the following job groups: K1, K2, K3, K4, K5, K6, L1, L5, L6, L7, M1, M3, M4, M5, M6, M7, N1, N3, N6, N7, O1, O2, O3, P1, Q2, Q3</p> <p>The reasonable recruitment area is the State of California for the following job groups: M2</p> <p>The reasonable recruitment area is National for the following job groups: H1, H2, H3, H4, J1, J2, J3, J4, J5, J6, J7, J8, L2, L3, L4, L8</p>
<p><b>INTERNAL SOURCES (FACTOR 2)</b></p>	<p>Factor 2 represents internal sources for job placements, consisting of feeder job groups. For a given job group, a feeder job group is defined as the job group that is typically a source of personnel (through promotions or transfers) for the given job group. The identified feeder groups were selected according to where the most qualified candidates for promotion into the given job group are likely to exist.</p>
<p><b>COMPUTATION METHOD</b></p>	<p>Availabilities are computed separately for each job group and obtained from a two-stage weighted averaging of the data. This process is described below.</p> <p>Initial Weighting Stage- This involves assigning value weights to the different data sets incorporated within an individual factor. An individual factor may incorporate data from a number of sources. For example, Factor 1 (skilled workforce, local area) incorporates 2000 Census data for the number of individuals with specific requisite skills in each of the local counties. In addition, Factor 1 is also supplemented with the educational statistics published by Commission on Professionals in Science and Technology.</p>

# Affirmative Action Program

## Appendix B

## Availability Analysis

<b>COMPUTATION METHOD</b> <b>(CONTINUED)</b>	<p>The value weights assigned to the different data sets depend on the varying degree of relevancy of the Census occupational codes appropriate for employment in the job group and the geographical area from which employees are typically recruited for the job group.</p> <p>Secondary Weighting Stage- This involves assigning value weights to each of the two factors to reflect their relevance to the overall availability for the specific job group under consideration. Because most jobs at the Laboratory are recruited from outside of the organization, Factor 1 is typically given more weight than Factor 2 in each job group. The weight values assigned to the remaining factors vary, depending on an assessment of their relevance to the overall availability for the job group.</p>
<b>SCIENTIFIC AND PROFESSIONAL AVAILABILITY</b>	<p>To estimate availability for these job groups, a separate availability estimate is calculated for each subgroup.</p> <p>Selected statistics from the Commission on Professionals in Science and Technology 2004 report have been used. These statistics are available by detailed sub fields and allow us to separate doctoral recipients who are U.S. citizens or non-U.S. citizens with permanent visas from non-U.S. citizens with temporary visas.</p>
<b>GOALS</b>	<p>These goals are set equal to estimates of availability in underutilized job groups where the current utilization is less than the availability, by at least one whole person. See Appendix C The large number of factors that influence the attainment of goals, (such as anticipated turnover, reduction of workforce caused by budget constraints, administrative controls on hiring and hiring-related activities caused by budget constraints, and changes in scientific programs and funding) and especially placement opportunities, require consideration in determining whether or not they could be reached using every good faith effort as outlined in the Section 5, Action Oriented Programs.</p>
<b>UNDERUTILIZATION</b>	<p>In those instances where current utilization is less than availability, underutilization exists within job groups, and annual percentage placement goals were set to address disparities. In all instances, goals were set for women and minorities equal to availability and were designed to reverse situations of underutilization of women and minorities as identified.</p>

<b>Affirmative Action Program</b>	
<b>Appendix C</b>	<b>Laboratory-Wide Underutilization Analysis</b>

See Following Laboratory-Wide Underutilization Summary Analysis

**NOTE:**

The ethnic categories as specified in:	
<b>Appendix C</b>	<b>The OFCCP Regulations</b>
Black	Black
Hispanic	Hispanic
Asian	Asian or Pacific Islander
American Indian	American Indian or Alaskan Native

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# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
		#	%	#	%	#	%	#	%	#	%	#	%
Totals: 2,256		777		779		151		474		11		143	
( H1 ) LAB SCIENTIFIC MANAGEMENT													
Employee: 16													
Current Utilization:		3	18.75	4	25.00	0	0.00	2	12.50	0	0.00	2	12.50
Availability:		1.74	10.91	3.89	24.37	0.20	1.31	3.11	19.50	0.00	0.03	0.56	3.54
Underutilized:		0.00	No	0.00	No	0.20	No	1.11	Yes	0.00	No	0.00	No
( H2 ) LAB OPERATIONS MANAGEMENT													
Employee: 18													
Current Utilization:		7	38.89	3	16.67	1	5.56	2	11.11	0	0.00	0	0.00
Availability:		7.67	42.65	3.39	18.88	0.79	4.41	1.54	8.59	0.07	0.40	0.91	5.08
Underutilized:		0.67	No	0.39	No	0.00	No	0.00	No	0.07	No	0.91	No
( H3 ) ADMINISTRATIVE MANAGEMENT													
Employee: 53													
Current Utilization:		33	62.26	10	18.87	1	1.89	7	13.21	0	0.00	2	3.77
Availability:		28.36	53.53	18.34	34.61	4.03	7.61	10.70	20.20	0.23	0.45	3.23	6.10
Underutilized:		0.00	No	8.34	Yes	3.03	Yes	3.70	Yes	0.23	No	1.23	Yes
( H4 ) TECHNICAL MANAGEMENT													
Employee: 64													
Current Utilization:		10	15.63	10	15.63	1	1.56	6	9.38	0	0.00	3	4.69
Availability:		19.82	30.97	15.95	24.93	3.71	5.80	7.85	12.27	0.34	0.54	3.72	5.82
Underutilized:		9.82	Yes	5.95	Yes	2.71	Yes	1.85	Yes	0.34	No	0.72	No
( J1 ) BIO SCIENCES													
Employee: 118													
Current Utilization:		39	33.05	32	27.12	0	0.00	31	26.27	0	0.00	1	0.85
Availability:		47.47	40.23	27.58	23.37	2.99	2.54	19.30	16.36	0.31	0.26	4.97	4.22
Underutilized:		8.47	No	0.00	No	2.99	Yes	0.00	No	0.31	No	3.97	Yes

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic		
		#	%	#	%	#	%	#	%	#	%	#	%	
Totals:		2,256		777		779		151		474		11		143
( J2 ) CHEMIST														
Employee:		63												
Current Utilization:			13 20.63		17 26.98		1 1.59		14 22.22		0 0.00		2 3.17	
Availability:			17.17 27.27		13.25 21.03		1.40 2.22		9.29 14.75		0.20 0.33		2.34 3.73	
Underutilized:			4.17 Yes		0.00 No		0.40 No		0.00 No		0.20 No		0.34 No	
( J3 ) PHYSIST														
Employee:		171												
Current Utilization:			16 9.36		42 24.56		2 1.17		34 19.88		0 0.00		6 3.51	
Availability:			22.87 13.38		30.43 17.80		2.30 1.35		22.94 13.42		0.33 0.19		4.84 2.83	
Underutilized:			6.87 Yes		0.00 No		0.30 No		0.00 No		0.33 No		0.00 No	
( J4 ) COMPUTER SCIENTIST														
Employee:		73												
Current Utilization:			7 9.59		18 24.66		1 1.37		13 17.81		0 0.00		4 5.48	
Availability:			15.38 21.07		18.28 25.05		2.07 2.85		13.93 19.09		0.25 0.35		2.00 2.75	
Underutilized:			8.38 Yes		0.28 No		1.07 Yes		0.93 No		0.25 No		0.00 No	
( J5 ) ENGINEERS														
Employee:		24												
Current Utilization:			1 4.17		5 20.83		0 0.00		4 16.67		0 0.00		1 4.17	
Availability:			2.95 12.30		4.77 19.90		0.87 3.64		3.05 12.73		0.05 0.23		0.79 3.30	
Underutilized:			1.95 Yes		0.00 No		0.87 No		0.00 No		0.05 No		0.00 No	
( J6 ) EARTH SCIENCES														
Employee:		60												
Current Utilization:			9 15.00		15 25.00		1 1.67		14 23.33		0 0.00		0 0.00	
Availability:			18.79 31.33		9.56 15.93		0.79 1.33		6.41 10.69		0.31 0.52		2.03 3.40	
Underutilized:			9.79 Yes		0.00 No		0.00 No		0.00 No		0.31 No		2.03 Yes	

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic			
		#	%	#	%	#	%	#	%	#	%	#	%		
Totals:		2,256		777		779		151		474		11		143	
( J7 ) ECONOMICS															
Employee:		27													
Current Utilization:			3 11.11		7 25.93		0 0.00		7 25.93		0 0.00		0 0.00		
Availability:			14.86 55.06		12.13 44.93		0.55 2.07		9.33 34.56		0.17 0.66		2.05 7.61		
Underutilized:			11.86 Yes		5.13 Yes		0.55 No		2.33 Yes		0.17 No		2.05 Yes		
( J8 ) MATERIAL SCIENCES															
Employee:		31													
Current Utilization:			3 9.68		10 32.26		0 0.00		8 25.81		0 0.00		2 6.45		
Availability:			6.09 19.66		5.04 16.26		0.64 2.08		3.40 10.98		0.08 0.27		0.91 2.94		
Underutilized:			3.09 Yes		0.00 No		0.64 No		0.00 No		0.08 No		0.00 No		
( K1 ) PROF ADMIN SUPPORT															
Employee:		65													
Current Utilization:			59 90.77		26 40.00		8 12.31		7 10.77		1 1.54		10 15.38		
Availability:			40.81 62.80		30.95 47.62		9.35 14.39		14.31 22.03		0.15 0.24		6.76 10.40		
Underutilized:			0.00 No		4.95 No		1.35 No		7.31 Yes		0.00 No		0.00 No		
( K2 ) HUMAN RESOURCES															
Employee:		40													
Current Utilization:			31 77.50		22 55.00		3 7.50		16 40.00		0 0.00		3 7.50		
Availability:			29.22 73.06		18.37 45.93		5.85 14.64		6.75 16.88		0.27 0.68		5.01 12.55		
Underutilized:			0.00 No		0.00 No		2.85 Yes		0.00 No		0.27 No		2.01 Yes		
( K3 ) FINANCIAL SUPPORT															
Employee:		138													
Current Utilization:			108 78.26		69 50.00		15 10.87		45 32.61		0 0.00		9 6.52		
Availability:			78.80 57.11		59.81 43.35		12.05 8.73		31.49 22.82		1.01 0.74		13.00 9.42		
Underutilized:			0.00 No		0.00 No		0.00 No		0.00 No		1.01 Yes		4.00 Yes		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic			
		#	%	#	%	#	%	#	%	#	%	#	%		
Totals:		2,256		777		779		151		474		11		143	
( K4 ) LEGAL															
Employee:		7													
Current Utilization:			4 57.14		3 42.86		0 0.00		2 28.57		0 0.00		1 14.29		
Availability:			3.34 47.74		2.45 35.05		0.77 11.00		1.08 15.54		0.04 0.62		0.47 6.84		
Underutilized:			0.00 No		0.00 No		0.77 No		0.00 No		0.04 No		0.00 No		
( K5 ) TECHNICAL EDITOR															
Employee:		13													
Current Utilization:			7 53.85		5 38.46		0 0.00		5 38.46		0 0.00		0 0.00		
Availability:			8.95 68.86		3.32 25.61		0.85 6.56		1.15 8.88		0.15 1.19		1.07 8.28		
Underutilized:			1.95 Yes		0.00 No		0.85 No		0.00 No		0.15 No		1.07 Yes		
( K6 ) OTHER ADMIN PROFESSIONAL															
Employee:		93													
Current Utilization:			46 49.46		26 27.96		5 5.38		15 16.13		0 0.00		6 6.45		
Availability:			55.33 59.51		38.94 41.87		11.24 12.09		16.27 17.50		0.79 0.85		10.19 10.96		
Underutilized:			9.33 No		12.94 Yes		6.24 Yes		1.27 No		0.79 No		4.19 Yes		
( L1 ) INFORMATION TECHNICIAN															
Employee:		320													
Current Utilization:			72 22.50		103 32.19		16 5.00		75 23.44		2 0.63		10 3.13		
Availability:			86.33 26.98		136.58 42.68		11.17 3.49		101.77 31.80		1.19 0.37		16.91 5.29		
Underutilized:			14.33 No		33.58 Yes		0.00 No		26.77 Yes		0.00 No		6.91 Yes		
( L2 ) MECHANICAL ENGINEER															
Employee:		33													
Current Utilization:			2 6.06		7 21.21		1 3.03		6 18.18		0 0.00		0 0.00		
Availability:			3.88 11.78		6.12 18.56		0.78 2.38		4.16 12.61		0.08 0.26		1.09 3.31		
Underutilized:			1.88 Yes		0.00 No		0.00 No		0.00 No		0.08 No		1.09 Yes		



# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic			
		#	%	#	%	#	%	#	%	#	%	#	%		
Totals:		2,256		777		779		151		474		11		143	
( L3 ) ELECTRICAL ENGINEER															
Employee:		22													
Current Utilization:			0 0.00		5 22.73		1 4.55		2 9.09		0 0.00		2 9.09		
Availability:			11.03 50.15		9.33 42.45		0.96 4.39		7.40 33.68		0.00 0.02		0.96 4.37		
Underutilized:			11.03 Yes		4.33 Yes		0.00 No		5.40 Yes		0.00 No		0.00 No		
( L4 ) ENVIRON'T HLTH & SAFETY															
Employee:		42													
Current Utilization:			15 35.71		9 21.43		3 7.14		3 7.14		0 0.00		3 7.14		
Availability:			12.00 28.59		8.09 19.27		2.12 5.05		3.66 8.72		0.23 0.55		1.84 4.38		
Underutilized:			0.00 No		0.00 No		0.00 No		0.66 No		0.23 No		0.00 No		
( L5 ) FACILITIES															
Employee:		13													
Current Utilization:			2 15.38		2 15.38		1 7.69		1 7.69		0 0.00		0 0.00		
Availability:			2.24 17.27		5.29 40.72		0.98 7.59		2.13 16.46		0.42 3.28		1.64 12.68		
Underutilized:			0.24 No		3.29 Yes		0.00 No		1.13 Yes		0.42 No		1.64 Yes		
( L6 ) TECHNICAL SUPERVISOR															
Employee:		20													
Current Utilization:			2 10.00		9 45.00		2 10.00		3 15.00		0 0.00		4 20.00		
Availability:			8.04 40.23		9.04 45.21		1.11 5.55		5.73 28.66		0.34 1.75		1.71 8.55		
Underutilized:			6.04 Yes		0.04 No		0.00 No		2.73 Yes		0.34 No		0.00 No		
( L7 ) TECHNICAL ASSOCIATE															
Employee:		148													
Current Utilization:			27 18.24		37 25.00		4 2.70		27 18.24		1 0.68		5 3.38		
Availability:			32.28 21.82		60.86 41.12		5.87 3.97		44.28 29.93		0.49 0.34		8.91 6.02		
Underutilized:			5.28 No		23.86 Yes		1.87 Yes		17.28 Yes		0.00 No		3.91 Yes		

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
		#	%	#	%	#	%	#	%	#	%	#	%
Totals: 2,256		777		779		151		474		11		143	
( L8 ) RESEARCH ASSOCIATE													
Employee: 153													
Current Utilization:		87	56.86	71	46.41	3	1.96	55	35.95	1	0.65	12	7.84
Availability:		70.57	46.13	42.51	27.79	11.85	7.75	17.56	11.48	1.69	1.11	9.92	6.49
Underutilized:		0.00	No	0.00	No	8.85	Yes	0.00	No	0.69	No	0.00	No
( M1 ) COMPUTER TECHNICIAN													
Employee: 8													
Current Utilization:		0	0.00	6	75.00	2	25.00	4	50.00	0	0.00	0	0.00
Availability:		2.71	33.89	3.42	42.78	0.43	5.41	2.38	29.85	0.03	0.49	0.41	5.17
Underutilized:		2.71	Yes	0.00	No	0.00	No	0.00	No	0.03	No	0.41	No
( M2 ) MECHANICAL TECHNICIAN													
Employee: 40													
Current Utilization:		0	0.00	7	17.50	1	2.50	3	7.50	0	0.00	3	7.50
Availability:		8.58	21.47	21.00	52.51	1.98	4.95	10.85	27.14	0.25	0.65	7.08	17.70
Underutilized:		8.58	Yes	14.00	Yes	0.98	No	7.85	Yes	0.25	No	4.08	Yes
( M3 ) ELECTRONIC TECHNICIAN													
Employee: 28													
Current Utilization:		4	14.29	9	32.14	1	3.57	5	17.86	0	0.00	3	10.71
Availability:		5.71	20.41	16.11	57.57	1.87	6.69	10.36	37.03	0.08	0.29	3.23	11.56
Underutilized:		1.71	Yes	7.11	Yes	0.87	No	5.36	Yes	0.08	No	0.23	No
( M4 ) OTHER TECHNICIAN													
Employee: 23													
Current Utilization:		12	52.17	10	43.48	1	4.35	8	34.78	0	0.00	1	4.35
Availability:		4.62	20.09	12.93	56.23	1.50	6.53	8.28	36.02	0.06	0.27	2.64	11.52
Underutilized:		0.00	No	2.93	Yes	0.50	No	0.28	No	0.06	No	1.64	Yes

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
<b>Totals:</b>	<b>2,256</b>		<b>777</b>		<b>779</b>		<b>151</b>		<b>474</b>		<b>11</b>	<b>143</b>
( M5 ) DESIGN/GRAPHIC												
Employee:	8											
Current Utilization:	4	50.00	2	25.00	0	0.00	0	0.00	0	0.00	2	25.00
Availability:	3.48	43.61	2.47	30.92	0.44	5.57	0.93	11.68	0.06	0.78	0.77	9.73
Underutilized:	0.00	No	0.47	No	0.44	No	0.93	No	0.06	No	0.00	No
( M6 ) HEALTH/MEDICAL												
Employee:	19											
Current Utilization:	3	15.79	14	73.68	6	31.58	7	36.84	0	0.00	1	5.26
Availability:	8.34	43.90	7.27	38.31	2.29	12.05	2.89	15.21	0.29	1.58	1.64	8.66
Underutilized:	5.34	Yes	0.00	No	0.00	No	0.00	No	0.29	No	0.64	No
( M7 ) ACCELERATOR OPERATORS												
Employee:	11											
Current Utilization:	4	36.36	3	27.27	0	0.00	2	18.18	0	0.00	1	9.09
Availability:	5.19	47.20	5.41	49.27	0.81	7.41	3.10	28.23	0.27	2.48	1.12	10.27
Underutilized:	1.19	Yes	2.41	Yes	0.81	No	1.10	Yes	0.27	No	0.12	No
( N1 ) OFFICE SUPPORT												
Employee:	124											
Current Utilization:	106	85.48	66	53.23	35	28.23	20	16.13	0	0.00	11	8.87
Availability:	112.05	90.37	51.16	41.26	11.53	9.31	19.53	15.75	1.29	1.05	16.19	13.06
Underutilized:	6.05	No	0.00	No	0.00	No	0.00	No	1.29	Yes	5.19	Yes
( N3 ) HUMAN RESOURCES SUPPORT												
Employee:	14											
Current Utilization:	14	100.00	12	85.71	5	35.71	4	28.57	0	0.00	3	21.43
Availability:	11.26	80.46	7.75	55.42	2.58	18.48	2.41	17.22	0.00	0.00	2.69	19.23
Underutilized:	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No	0.00	No

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
<b>Totals:</b>	<b>2,256</b>		<b>777</b>		<b>779</b>		<b>151</b>		<b>474</b>		<b>11</b>	<b>143</b>
( O1 ) MACHINE SHOP												
Employee:	15											
Current Utilization:		0 0.00		2 13.33		0 0.00		2 13.33		0 0.00		0 0.00
Availability:		0.60 4.05		6.99 46.60		0.57 3.84		3.72 24.83		0.27 1.83		2.16 14.46
Underutilized:		0.60 No		4.99 Yes		0.57 No		1.72 Yes		0.27 No		2.16 Yes
( O2 ) CRAFTS/TRADES												
Employee:	48											
Current Utilization:		1 2.08		17 35.42		5 10.42		1 2.08		3 6.25		8 16.67
Availability:		2.04 4.26		22.62 47.14		3.07 6.41		5.29 11.02		0.99 2.07		12.14 25.31
Underutilized:		1.04 Yes		5.62 Yes		0.00 No		4.29 Yes		0.00 No		4.14 Yes
( O3 ) MECHANICS REPAIR												
Employee:	16											
Current Utilization:		0 0.00		6 37.50		1 6.25		1 6.25		1 6.25		3 18.75
Availability:		1.82 11.39		3.95 24.72		0.17 1.07		1.95 12.24		0.28 1.78		1.54 9.63
Underutilized:		1.82 Yes		0.00 No		0.00 No		0.95 No		0.00 No		0.00 No
( R1 ) CUSTODIAN												
Employee:	29											
Current Utilization:		13 44.83		24 82.76		6 20.69		6 20.69		0 0.00		12 41.38
Availability:		7.54 26.03		22.10 76.21		3.66 12.63		5.28 18.22		0.22 0.79		12.37 42.67
Underutilized:		0.00 No		0.00 No		0.00 No		0.00 No		0.22 No		0.37 No
( R2 ) OTHER SUPPORT												
Employee:	16											
Current Utilization:		5 31.25		9 56.25		2 12.50		3 18.75		2 12.50		2 12.50
Availability:		3.34 20.94		10.00 62.52		1.97 12.36		3.75 23.45		0.10 0.63		3.85 24.12
Underutilized:		0.00 No		1.00 No		0.00 No		0.75 No		0.00 No		1.85 Yes

# LAWRENCE BERKELEY NATIONAL LABORATORIES

## Appendix C Labwide UnderUtilization Analysis

Analysis Data as of FY08 (10/01/2007 to 9/30/08)

Plan: 1,LAB

Job Group		Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
		#	%	#	%	#	%	#	%	#	%	#	%
Totals: 2,256		777		779		151		474		11		143	
( R3 ) SEMI-SKILLED													
Employee: 20													
Current Utilization:		1	5.00	13	65.00	5	25.00	4	20.00	0	0.00	4	20.00
Availability:		2.79	13.96	11.11	55.59	1.52	7.61	3.60	18.02	0.16	0.82	5.32	26.63
Underutilized:		1.79	Yes	0.00	No	0.00	No	0.00	No	0.16	No	1.32	Yes
( R4 ) BUS DRIVER													
Employee: 12													
Current Utilization:		4	33.33	12	100.00	11	91.67	0	0.00	0	0.00	1	8.33
Availability:		4.68	39.01	8.08	67.41	4.33	36.08	1.39	11.62	0.16	1.34	1.90	15.89
Underutilized:		0.68	No	0.00	No	0.00	No	1.39	Yes	0.16	No	0.90	No

# Affirmative Action Program

## Appendix D

## Definition of Terms

<b>OVERVIEW</b>	The following terms and definitions are used in the Laboratory's Fiscal Year 2008 Affirmative Action Program (AAP). This list of definitions and terms is not intended to be exhaustive but is limited to those words that are significant to the administration of Equal Employment Opportunity/Affirmative Action, (EEO/AA) programs.
<b>EEO/AA POLICY STATEMENT</b>	<p>Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory policy on Nondiscrimination prohibits discrimination against or harassment of any persons employed by or seeking employment with the Laboratory on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).<sup>2</sup></p> <p>The Laboratory also undertakes affirmative action to assure equal employment opportunity for women and minorities, for individuals with disabilities, and covered veterans.<sup>3</sup></p>
<b>LIST OF TERMS</b>	
<b>ADVERSE IMPACT</b>	A substantially different rate of selection in hiring, promotion, or other employment-related personnel actions that work to the disadvantage of a particular race, sex, or ethnic group.
<b>AFFIRMATIVE ACTION</b>	A concerted effort by Laboratory management to enhance the participation of protected groups that historically have been underutilized in the work force, i.e., women, minorities, individuals with disabilities, and covered veterans.

<sup>1</sup> Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>2</sup> Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

<sup>3</sup> Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

# Affirmative Action Program

## Appendix D

## Definition of Terms

<b>APPLICANT</b>	An individual who has submitted requisite application materials for a specific advertised Laboratory position and who meets the minimum qualifications for that position.
<b>APPLICANT FLOW</b>	The number of qualified applicants by gender and ethnicity in each job group during the fiscal year.
<b>APPLICANT POOL</b>	A collection of applicants who have applied for a position and who meet the minimum qualifications for that position.
<b>ARMED FORCES SERVICE MEDAL VETERAN</b>	Armed Forces Service Medal Veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
<b>COVERED VETERANS</b>	Covered Veterans includes disabled veterans Vietnam era veterans, recently separated veterans, veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, and Armed Forces service medal veterans.
<b>DISABLED VETERANS</b>	(1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>	The Lawrence Berkeley National Laboratory is an equal opportunity/affirmative action employer. The Laboratory bases its employment decisions on objective standards in the furtherance of equal employment opportunity. The Berkeley National Laboratory's Nondiscrimination and Affirmative Action policy statement is included in Section 4, Internal and External Dissemination of Policy.
<b>EEO-1 CATEGORIES</b>	These categories are: Executive/Senior Officials and Managers, First/Mid Officials and Managers, Professionals, Technicians, Office Services, Craft Workers and Service Workers

# Affirmative Action Program

## Appendix D

## Definition of Terms

<b>FISCAL YEAR (FY)</b>	An official accounting period used by the U.S. Department of Energy (DOE) that runs from October 1 to September 30. The Laboratory uses the same accounting period. The fiscal year is designated by the calendar year in which it ends. For example, FY92 is October 1, 1991 to September 30, 1992.
<b>INDIVIDUALS WITH A DISABILITY</b>	Under the federal regulations, an individual with a disability is one who has a physical or mental impairment that substantially limits one or more of that person's major life activities, has a record of such impairment, or is regarded as having such impairment. In making reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee, the University complies with the more expansive definition provided under California law, which requires only that a disability "limit" a major life activity rather than "substantially limit" the activity. With respect to all other affirmative action program requirements, the federal definition applies.
<b>INTERNAL POSTING</b>	A competitive process in which the applicant population is limited to the employees in a designated organizational unit.
<b>INTERNET APPLICANT</b>	The Internet Applicant file rule, issued by the Office of Federal Contract Compliance Programs (OFCCP) addresses record keeping by Federal contractors about the Internet hiring process and the solicitation of race, gender, and ethnicity of Internet Applicants. The record keeping requirements of the rule will provide meaningful data that OFCCP will use to enhance its enforcement of the nondiscrimination laws.
<b>JOB GROUP</b>	A grouping of jobs cutting across departmental lines. Jobs that are grouped together with similar job content, wage rates, and promotional opportunities, irrespective of department or line of progression. The job group is the basic unit for successive affirmative action program analyses which will build upon it, including an availability analysis and any employment goals that may be established thereafter.
<b>MAJOR LIFE ACTIVITIES</b>	Major life activities means functions such as caring for oneself, performing manual tasks, walking seeing, hearing, speaking, breathing, learning and working. (41CFR 60-741.2)



# Affirmative Action Program

## Appendix D

## Definition of Terms

<b>NUMERICAL PARITY</b>	Numerical parity is achieved when underutilization is eliminated, i.e., when representation is at or above availability.
<b>ORGANIZATION UNITS</b>	Officially recognized sections, groups, offices, centers, divisions, and departments that make up the entire Laboratory.
<b>OUTREACH</b>	Outreach is a long-term process to inform the public about the Laboratory, with an emphasis on building and sustaining a multicultural organization. The process includes sharing the Laboratory's mission, vision, and strategic direction with all segments of society, educating the public about science and research, and informing potential applicants about Laboratory employment and career opportunities.
<b>PERFORMANCE PROGRESS REVIEW</b>	A written evaluation of a Laboratory employee's work performance over a specified period of time.
<b>PLACEMENT GOALS</b>	An objective to attain a percentage of hires (placement rates) comparable to availability pools for protected classes that are underutilized in specific job groups.
<b>PLACEMENT RATE</b>	The percentage of hires of a protected class in all open recruitments for a given job group.
<b>PREGNANCY</b>	Includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
<b>PROMOTION</b>	The change of an employee from one position to another in a classification having a higher salary range maximum.
<b>PROTECTED CLASS</b>	Legally identified groups that are specifically protected by statute against employment discrimination. Unlike "affected class," which must be demonstrated, protected class status is established by law. Protected class includes, but is not limited to, women, historically underutilized minorities, , or, disabled individuals, and covered veterans.
<b>QUALIFIED INDIVIDUAL WITH A DISABILITY</b>	An individual with a disability who is capable of performing the essential functions of a particular job with or without reasonable accommodation to his or her disability.

# Affirmative Action Program

## Appendix D

## Definition of Terms

<b>QUALIFIED DISABLED VETERAN</b>	A disabled veteran who has the ability to perform the essential functions of a particular job with or without reasonable accommodation to his or her disability.
<b>RECENTLY SEPARATED VETERAN</b>	A veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
<b>RECRUITMENT PROCEDURES</b>	Methods designed to attract applicants for employment opportunities at the Laboratory, with a particular emphasis directed towards groups that historically may have experienced discrimination, particularly for job groups in which such protected groups are currently underutilized.
<b>REGULATIONS AND PROCEDURES MANUAL (RPM)</b>	This manual identifies Laboratory administrative policies and procedures, defines responsibilities of supervisors and employees, and promotes conformity and consistency in the application of the policies and procedures throughout the Laboratory.
<b>SELECTION PROCEDURES</b>	Any measure, combination of measures, or procedure, other than a bona fide seniority system, used as a basis for any employment decision. Selection procedures include a full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.
<b>STATISTICALLY SIGNIFICANT</b>	In utilization analyses, identified underutilization is said to be statistically significant if the probability is 5% or less then the differences between the utilization rate and the availability rate that have occurred as a result of random chance. Statistically significant differences typically occur when the number of employees in a given job group is high, availability is high, and representation is low.
<b>UNDERUTILIZATION</b>	Having fewer women or minorities in a particular job group than would reasonably be expected by their availability.
<b>UTILIZATION ANALYSIS</b>	A comparison between availability estimates and the actual work force for women and minorities in a given job group.

# Affirmative Action Program

## Appendix D

## Definition of Terms

<b>VIETNAM ERA VETERAN</b>	A person who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 1964 and May 7, 1975, in all other cases; or (2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964 and May 7, 1975, in all other cases.
<b>Weighted Average</b>	<p>A weighted average is used like a simple average when the populations of the groups in question vary in size. For example, if Job Group 1 has an availability of 50% and Job Group 2 has an availability of 30%, then the simple average availability for the two job groups combined would be 40%. If the job groups have different population sizes, the simple average is not an accurate estimate of the expected percentage composite availability. The appropriate measure of composite availability would be the weighted average. If Job Group 1 contains 100 employees and Job Group 2 contains 50 employees, then the composite availability computed with a weighted average would be <math>(100 \times 50\% + 50 \times 30\%) \div 150 = 43.3\%</math>.</p> <p>All composite availability estimates will be computed by the weighted average method and will be referred to by the term "aggregate availability."</p>
<b>WORK FORCE ANALYSIS</b>	A listing of each job title ranked from the lowest to the highest paid within each organizational unit. For each job title, the total number of incumbents, the total number of male and female incumbents and the total number of male and female incumbents in each of the following groups are given: Blacks, Hispanics, Asians, and American Indians.